# School Based Student Reporting

## Version 3.4

## Software User Manual v3.4

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# PREPARING TO USE SBSR SOFTWARE

If you are planning to adopt SBSRv3, there are several tasks that need to be undertaken before using the software and can be done at any time.

- **Check that all potential users of the software, including all teachers, know their DET login names and passwords**. If staff do not know these details, they should call the ITD Helpdesk on 1800 338 483.

- **Review and update your school's OASIS data**. SBSRv3 will download a range of data from your school's OASIS records, including students' names, teachers' names and serial numbers, subjects and class lists. Although SBSRv3 allows for changes to be made to data while it is being used, accurate initial data will mean that the workload for school staff later in the process will be minimised.

- **Ensure that you have an agreed and efficient process in the school for making decisions about reports to parents**. During the process of setting up your school's reports using SBSRv3, you will be required to make decisions about reporting periods, templates and other matters. In most cases, these school-based choices will best be determined in consultation with staff and perhaps parents.

- **Check that your reporting timeline includes some allowance for staff training in SBSRv3**. SBSRv3 has been made as user-friendly as possible, but users in all roles will still need support. While a range of on-line and other support is available, you should ensure that your in-school reporting timelines for the various grades allow for teachers and other staff to acquire familiarity with the software.

- **Check the 'condition' of your school's logo**. The capacity of SBSRv3 to show your school's logo on reports will require that you provide an image to the DET Information Technology Directorate (ITD) that meets certain technical specifications. (See http://www.curriculumsupport.education.nsw.gov.au/timetoteach/report/sbsr/administrators.htm) Copies of the logo can be sent to stephen.sergis@det.nsw.edu.au.

- **Check the printer and other hardware capability in your school**. Once the SBSRv3 reports have been written and approved, they will be provided to the school as.pdf files. The school will need the capacity to print those files to an acceptable standard.

  Similarly, it would be advisable to check arrangements for staff access to computers with adequate internet connection for completion of their data entry within the reporting timeframes.

  For schools using Macintosh platforms, it will be necessary to ensure that the Firefox v1.5.0.5 (or later) internet browser is installed on each computer.

# SECURITY LEVELS WITHIN SBSR.

SBSRv3 is 'roles-based' – it requires the Principal to assign a role to every user. Most users will be assigned the role of 'teacher' but other important roles include 'School coordinator', 'Year Coordinator', 'Reviewer' and 'Approver'.

**SBSR School Co-ordinator:** chooses the reporting template and makes decisions around the look and feel of the report. Is responsible for entering teacher data entry dates, reviewing dates and date of issue. Is required to setup other school activities and student personal profiles.

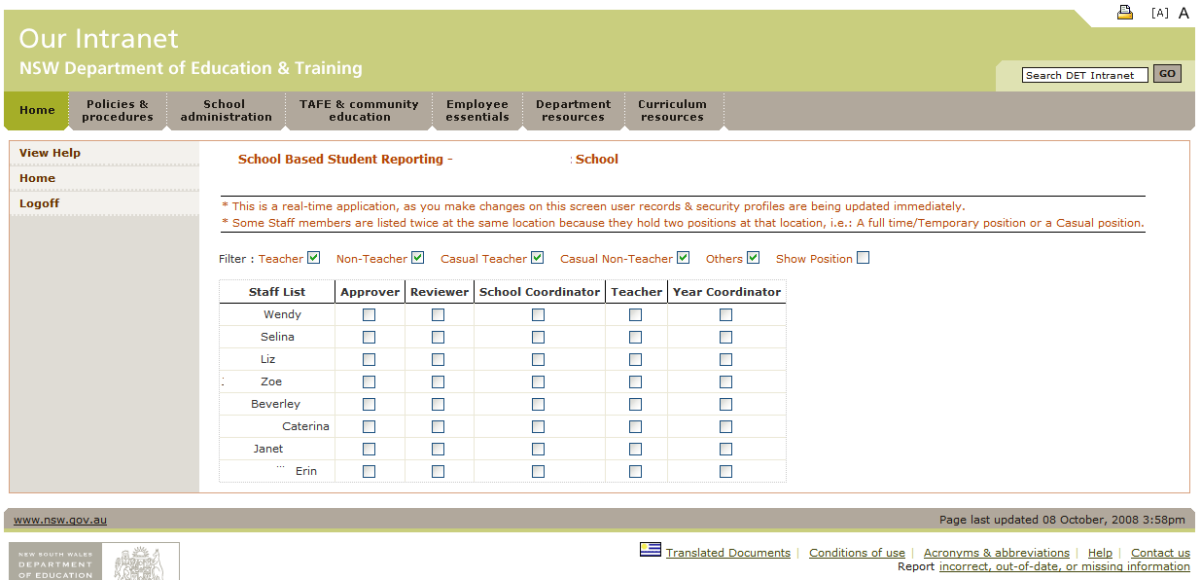
**'Year Coordinator:** checks classes and ensures that all course are correctly lablled and linked to teachers. Is responsible for adding students and learning areas to the software where required.

**Reviewer.** can view all reports within SBSR and advise changes to be made where appropriate.

**Approver**. reviews and confirms that the reports are ready to print.

# MODIFYING SECURITY LEVELS WITHIN SBSR

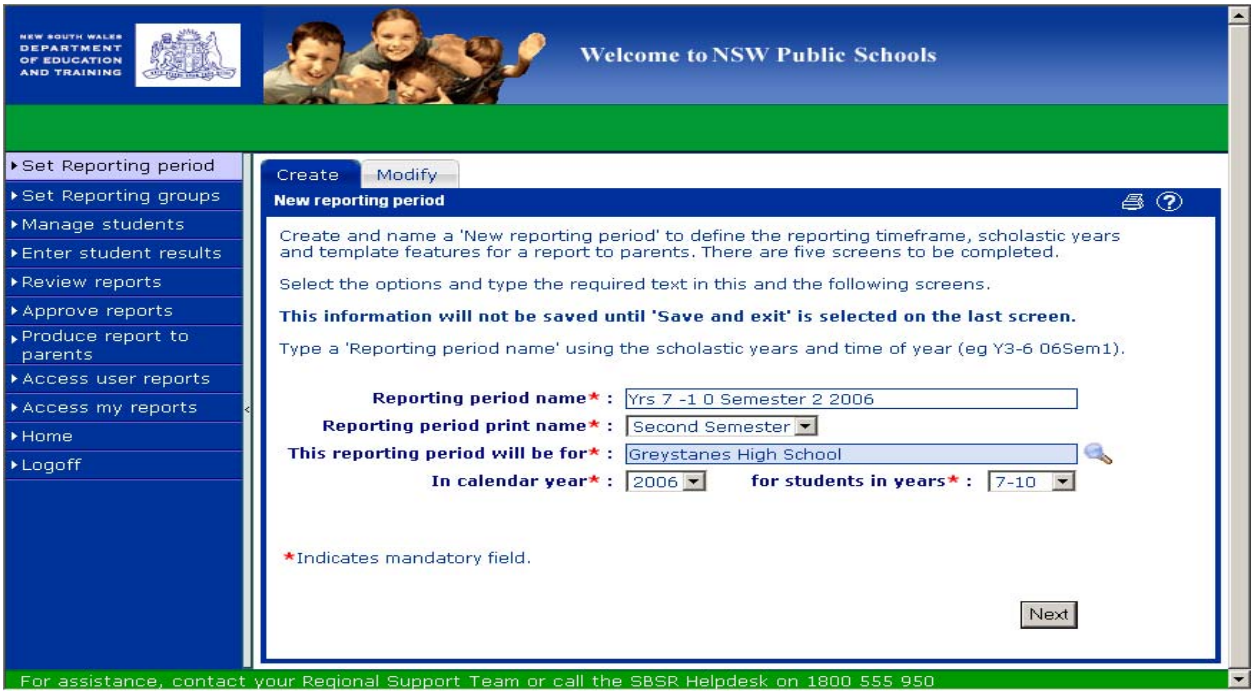
By using the Access Management Utility (AMU) The Principal will be able to check that all members of staff can access SBSR. This application is accessible through the DET portal. The Principal can vary the rights of staff to use SBSR software at any time. Should a staff member's name not appear within the AMU listing then a call to the ITD helpdesk (1800 338 483) will be required



# SETTING UP A SBSR REPORTING PERIOD

The SBSR School Coordinator is required to complete the “Reporting Period” setup wizard which will guide users through options to be made.

## CREATE REPORTING PERIOD


NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Welcome to NSW Public Schools
Set Reporting period
Set Reporting groups
Manage students
Enter student results
Review reports
Approve reports
Produce report to parents
Access user reports
Access my reports
Home
Logoff
Create
Modify
New reporting period
Create and name a 'New reporting period' to define the reporting timeframe, scholastic years and template features for a report to parents. There are five screens to be completed.
Select the options and type the required text in this and the following screens.
This information will not be saved until 'Save and exit' is selected on the last screen.
Type a 'Reporting period name' using the scholastic years and time of year (eg Y3-6 06Sem1).
Reporting period name* : Yrs 7 -1 0 Semester 2 2006
Reporting period print name* : Second Semester
This reporting period will be for* : Greystanes High School
In calendar year* : 2006
for students in years* : 7-10
*Indicates mandatory field.
Next
For assistance, contact your Regional Support Team or call the SBSR Helpdesk on 1800 555 950

A reporting period defines all of the options available to a school regarding the “look and feel” of school reports. A reporting period can relate to a single scholastic year or multiple years within a school. The reporting period setup wizard requires users to make the following decisions:

**Define a “Reporting Period Name**” – This is the unique title of the reporting period and is used throughout the system. This title will assist users to locate the particular reporting period at a future time.

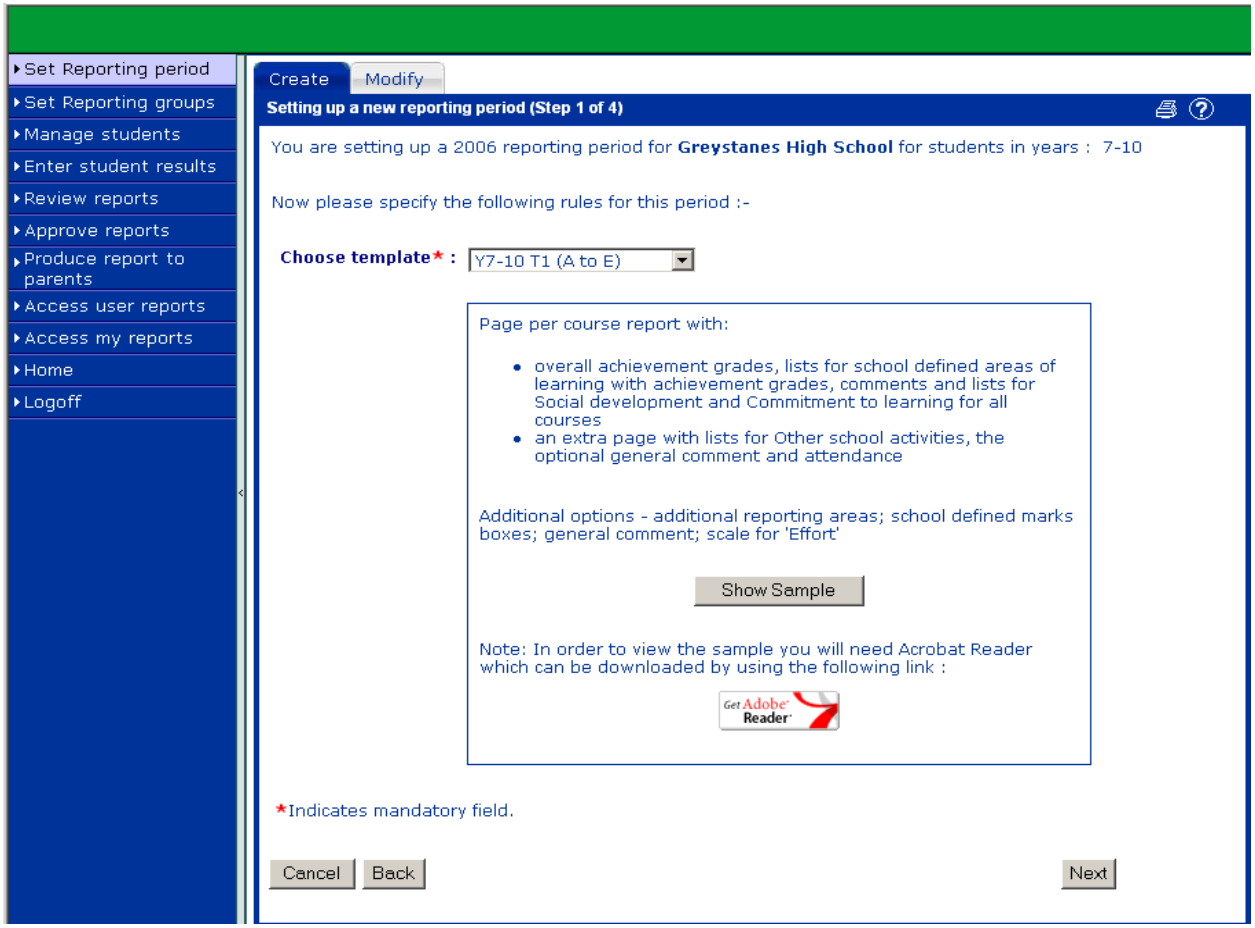
**Choose a Reporting Period Print Name** Options are available from the drop down list of commonly used titles within the software e.g. Semester 1. The choice made here will appear on the front page of the printed report

**Select a Calendar Year** . This describes the year that will appear as a prefix to the report heading. select the scholastic year block of students for this reporting period.

**Choose OASIS Academic Period** – this field will only appear if a school uses OASIS to set academic periods. The name of the academic period you wish to import should be selected.

Once these decisions have been made the user will be presented with 4 more screens to complete the setup process.

## STEP 1 OF 4 SELECT A REPORTING TEMPLATE


Set Reporting period
Set Reporting groups
Manage students
Enter student results
Review reports
Approve reports
Produce report to parents
Access user reports
Access my reports
Home
Logoff
Create
Modify
Setting up a new reporting period (Step 1 of 4)
You are setting up a 2006 reporting period for Greystanes High School for students in years : 7-10
Now please specify the following rules for this period :-
Choose template* :
Y7-10 T1 (A to E)
Page per course report with:
overall achievement grades, lists for school defined areas of learning with achievement grades, comments and lists for Social development and Commitment to learning for all courses
an extra page with lists for Other school activities, the optional general comment and attendance
Additional options - additional reporting areas; school defined marks boxes; general comment; scale for 'Effort'
Show Sample
Note: In order to view the sample you will need Acrobat Reader which can be downloaded by using the following link :
Get Adobe Reader
*Indicates mandatory field.
Cancel
Back
Next

A template is selected for each reporting period created. The list of templates that appear on the screen is limited by the scholastic year(s) chosen previously. The “Show Sample” button opens a sample of the currently selected template. There is also a brief description of the template selected.

Note: Select the “Back” button at the bottom of the screen to return to the previous screen to change details of the reporting period. Selecting cancel at this point deletes any information entered.

## STEP 2 OF 4 SET CUT-OFF DATES

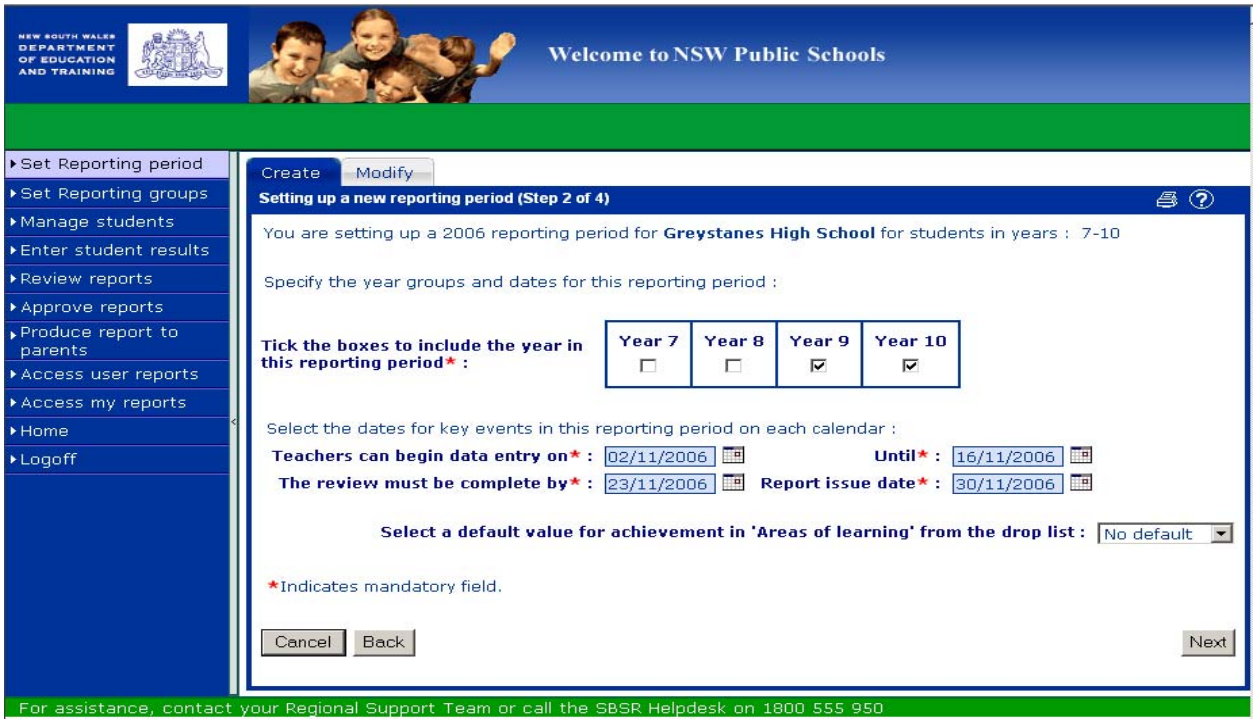
Schools need to select the scholastic years for which the “reporting period” is to apply Once this has been selected various dates need to be set to manage work flow. These dates include:

- Open Date – identifies when teacher data entry can commence
- Cut Off Date – identifies when teacher data entry must cease. This date must be set prior to the “Review Date”

• Review Date – identifies when review of student reports must be complete

• Report Issue Date – date on which reports will be issued. This date will be printed on the report

Schools can also choose to set a default value for achievement in all areas of learning from Outstanding to Limited from this screen. Schools may decide to set this value to reduce teacher data entry time.


NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Welcome to NSW Public Schools
Set Reporting period
Set Reporting groups
Manage students
Enter student results
Review reports
Approve reports
Produce report to parents
Access user reports
Access my reports
Home
Logoff
Create
Modify
Setting up a new reporting period (Step 2 of 4)
You are setting up a 2006 reporting period for Greystanes High School for students in years : 7-10
Specify the year groups and dates for this reporting period :
Tick the boxes to include the year in this reporting period* :
Year 7
Year 8
Year 9
Year 10
Select the dates for key events in this reporting period on each calendar :
Teachers can begin data entry on* : 02/11/2006
Until* : 16/11/2006
The review must be complete by* : 23/11/2006
Report issue date* : 30/11/2006
Select a default value for achievement in 'Areas of learning' from the drop list : No default
*Indicates mandatory field.
Cancel
Back
Next
For assistance, contact your Regional Support Team or call the SBSR Helpdesk on 1800 555 950

## STEP 3 OF 4 ADDITIONAL SBSR OPTIONS

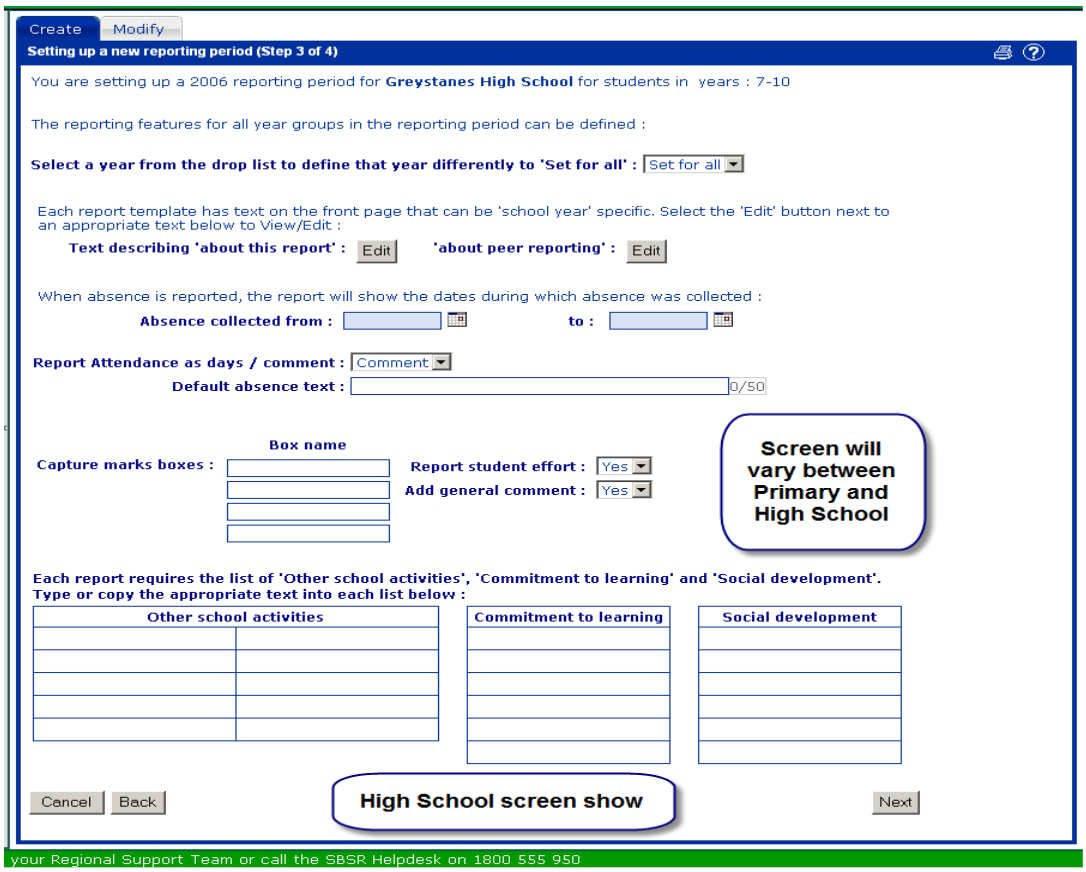
This screen allows for schools to customise their reports in a limited way. Options available on this screen will vary according to scholastic years chosen previously.

**Set for all years/scholastic year drop down box**
If the option "set for all" is chosen, then all entered values on this screen will apply for **each** scholastic year selected within the reporting period. Individual scholastic years can be customised by choosing a particular year from the drop down menu and completing the options presented

**Front page text** – schools can customise text that appears on the front page. Default text is loaded however this can be replaced with text generated by the school. It must be noted however that default text cannot be deleted and left blank. The expectation is that schools will replace existing sample text to meet their needs.

**Absence Collected (from/to) Dates** –High schools can identify the dates between which attendance data is collected

**Report attendance as days/comment** – Primary schools can only report attendance through the use of text. High schools can choose to report attendance either through the use of words or through a table which indicates full days absent, partial days absent, explained and unexplained absences.


Create
Modify
Setting up a new reporting period (Step 3 of 4)
You are setting up a 2006 reporting period for Greystanes High School for students in years : 7-10
The reporting features for all year groups in the reporting period can be defined :
Select a year from the drop list to define that year differently to 'Set for all' :
Set for all
Each report template has text on the front page that can be 'school year' specific. Select the 'Edit' button next to an appropriate text below to View/Edit :
Text describing 'about this report' :
Edit
'about peer reporting' :
Edit
When absence is reported, the report will show the dates during which absence was collected :
Absence collected from :
to :
Report Attendance as days / comment :
Comment
Default absence text :
0/50
Box name
Capture marks boxes :
Report student effort :
Yes
Add general comment :
Yes
Screen will vary between Primary and High School
Each report requires the list of 'Other school activities', 'Commitment to learning' and 'Social development'.
Type or copy the appropriate text into each list below :
Other school activities
Commitment to learning
Social development
Cancel
Back
High School screen show
Next
your Regional Support Team or call the SBSR Helpdesk on 1800 555 950

**General Comment Signatory** – High schools can choose to have a signatory line on their reports which will appear underneath the General Comment. This option is not available for primary schools as a signature line appears by default

**Capture Marks Boxes** – SBSR software allows high schools to have up to 4 marks boxes appear per course on a student report. Each mark box can be customised to meet the needs of a school. Mark boxes left blank or unused will not print on the finalised report .

**Report Student Effort** – Schools can choose to have an effort meter appear on their reports.

**Add General Comment** – Schools can choose to have a General Comment appear on their reports.

**Other School Activities** – This section is mandatory. Schools should type relevant “other activities” for scholastic years found within the reporting period (limit of 55 characters).

**Commitment to Learning** - Schools should type appropriate “commitment to learning” entries for scholastic years found within the reporting period (limit of 55 characters).

**Social Development** - Schools should type relevant “Social Development” entries for scholastic years found within the reporting period (limit of 55 characters).

## STEP 4 OF 4. OASIS IMPORT

The final step in creating a reporting period is to click on the button “Save and Exit”. This will automatically import the most current OASIS data available for the school and save the reporting period that was just created.

A confirmation that the reporting period was successfully created will appear.

***Important: A reporting period is not saved until OASIS data has been successfully imported into SBSR software***

## MODIFYING A REPORTING PERIOD

Certain elements of a reporting period can be changed after it has been created. SBSR software will detect if teacher data entry has begun and determine what can be changed. Some fields / options may be locked for further editing

To modify a reporting period, choose the tab labelled “modify” and then click directly onto the name of the “reporting period” found in the table in the lower part of the screen

Follow the same steps used to create the reporting period. Fields that are not locked can be edited.

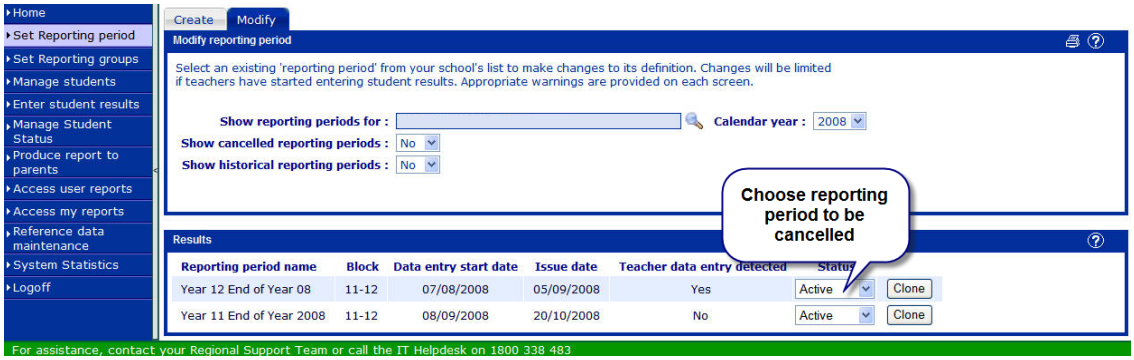
| | **Will change cause OASIS import?** | | **Will change cause OASIS import?** |
|---|---|---|---|
| **Change template** | NO | Add or remove effort meter | YES |
| **Change managing dates** | NO | Add or remove mark boxes | YES |
| **Change front page text** | NO | Add or remove Commitment to Learning, or Social Development entry | YES |
| **Correct spelling error** | NO | Add or remove “other activity” | YES |
| **Edit existing mark box** | NO | Add or remove general comment | YES |

After all changes have been made, the software may attempt to import data from OASIS. The software will inform users that this is occurring on the “save and exit screen”

**Note: If data is imported from OASIS after teacher data entry has begun, all teacher judgments, comments etc will be lost**!

## CANCELLING A REPORTING PERIOD

To cancel a reporting period, select “cancelled” from the drop down menu found in the table of active “reporting periods” periods




A message will appear asking to confirm the cancellation. Click “OK” to continue.

A message will appear confirming the cancellation, and the reporting period will have “cancelled” as its status.

Cancelled reporting periods are hidden from view by default

## RE-ACTIVATE REPORTING PERIOD

To re-activate a cancelled reporting period, choose the “Modify” tab and then ensure that the drop down options labeled “show cancelled reporting periods” and “show historical reporting periods” are switched to yes.

A table will appear with cancelled and historical reporting periods.

From the reporting periods listed, select the “reporting period” to be activated Change its status using the drop down menu. A message will confirm that the “reporting period” is now active.

## CLONING A REPORTING PERIOD

The time saving facility exists within the software to clone a reporting period and then make the required modifications. To “Clone” a reporting period, ensure that the “show cancelled reporting periods” and “show historical reporting periods” is switched to yes.

Click on the “Clone” button which appears next to the selected reporting period. The Create a New Reporting period screen will appear pre-filled with all of the details from the selected “cloned” reporting period.

Complete and edit the various screens as required. A message will appear confirming the newly cloned reporting period.

When cloning a reporting period, only options previously chosen within the reporting period wizard are duplicated

# CHECKING AND ADJUSTING REPORTING GROUPS

A reporting group describes the relationship between teachers, students KLA/subjects and learning areas. Typically, SBSR software will produce 6 reporting groups per primary school teacher (i.e. English, Mathematics, Science and Technology, HSIE, PDHPE and Creative Arts). In high schools a reporting group for each course studied will be created. For each reporting group created, additional variants are created for ESL and Learning adjustments courses.

## UNLINKED TEACHERS

Changes may need to be made to reporting groups if there is an inconsistency between schools OASIS data and the centrally held, payroll information. If a teacher "is not" or appears as "not linked", then the following steps need to be followed.

**1.** Select one of the reporting groups which indicate that teachers is not linked.

As there will often be many reporting groups on screen at once, it is advisable to use filtering available within the software. Reporting groups can be filtered by:

| | |
|---|---|
| • KLA/Subject | An option also exists to display unlinked KLA areas |
| •Teacher | An option also exists to display unlinked teachers |
| Report Type. | Select standard, ESL or Learning Adjustment to display associated reporting groups to screen. |

**2.** Select the magnifying glass located next to the teacher's serial number

Delete either the serial number leaving the teachers "Given Name" and "Surname" and press "search" button OR

Delete the Given Name" and "Surname" leaving the serial number in place and press "search" button.

**3.** Select the appropriate teacher from the table that appears at the bottom of the screen.

If the correct teacher is not located in the table found at the bottom of the screen the school should contact ITD Help Desk on 1800 338 483 to rectify the problem. School will need to provide to the Help Desk the teacher's, serial number and the SBSR role the teacher will require within the software.

## MAKING CHANGES TO REPORTING GROUP(S)

To view and edit a reporting group the following steps need to be followed:

1. Choose the appropriate “Reporting Period”
2. Select Calendar. Year and scholastic year
3. Click on “Go” to view all reporting groups.
4. Filter reporting groups by either KLA, teacher or report type
5. locate the reporting group within the reporting group table by clicking on a particular row.

## REPORT GROUP TYPES

**Standard** – . It is possible to change the “Print Name” of both the Teacher and Course linked to the reporting group. Generally in the primary school, areas of learning are fixed and cannot be edited. Primary schools have the option of turning off learning areas for KLA’s other than English and Mathematics. In high schools, “Areas of Learning” can be removed or added to, as required. By default the software will have a set of learning areas for each subject

**ESL** – displays the options and selections for the ESL template. Learning areas are optional and can be switched on or off for ESL students. Users can also switch off the effort meter and overall achievement. If there are no students in this reporting group who are on an ESL program, it is not necessary to change the “Status” of the ESL variant of the reporting group to “Ready for Entry”.

**Learning Adjustments** – displays the options and selections for the Learning Adjustments template. Typically learning adjustment students are reported with a comment box only. Users can decide if they wish to have an effort meter. If there are no students with the Learning Adjustments component in this reporting group, it is not necessary to change the “Status” of the reporting variant to “Ready for Entry”.

**Life Skills** - displays the options and selections for the Life Skills template. By default, life skills reporting groups do not have “learning areas”. However, should a school want to include life skills learning these can be added. If there are no students with a Life Skills component in this reporting group, it is not necessary to change the “Status” of the reporting variant to “Ready for Entry”.

## SET TING REPORTING GROUPS FOR TEACHER DATA ENTRY

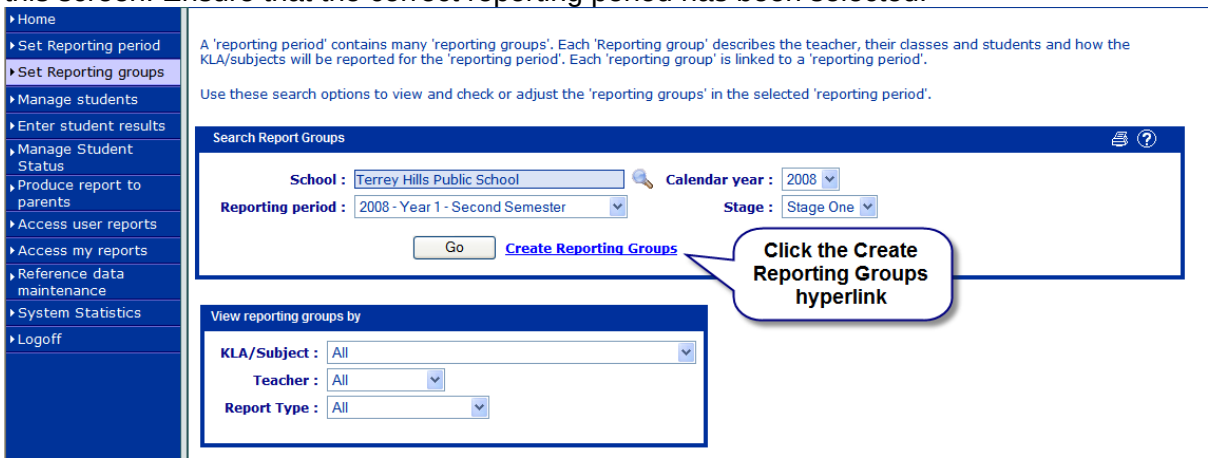
After checking or adjusting the details of each reporting group their status will need to be changed from the default setting of “Draft” to “Ready for Entry” This is done by checking the “Select all” box found in the first column of the first row of the reporting group table .and then using the “bulk status update” tool. Users will need to select “Draft” in the first drop down box and “Ready for Entry” in the second. Click on the “save” button. This will then convert all selected reporting groups from “Draft” status to “Ready for Entry”

Where individual reporting groups need to be set to “Ready for Entry click on the checkbox that is found in the first column of the table of reporting groups and then use the “Bulk status update” tool.

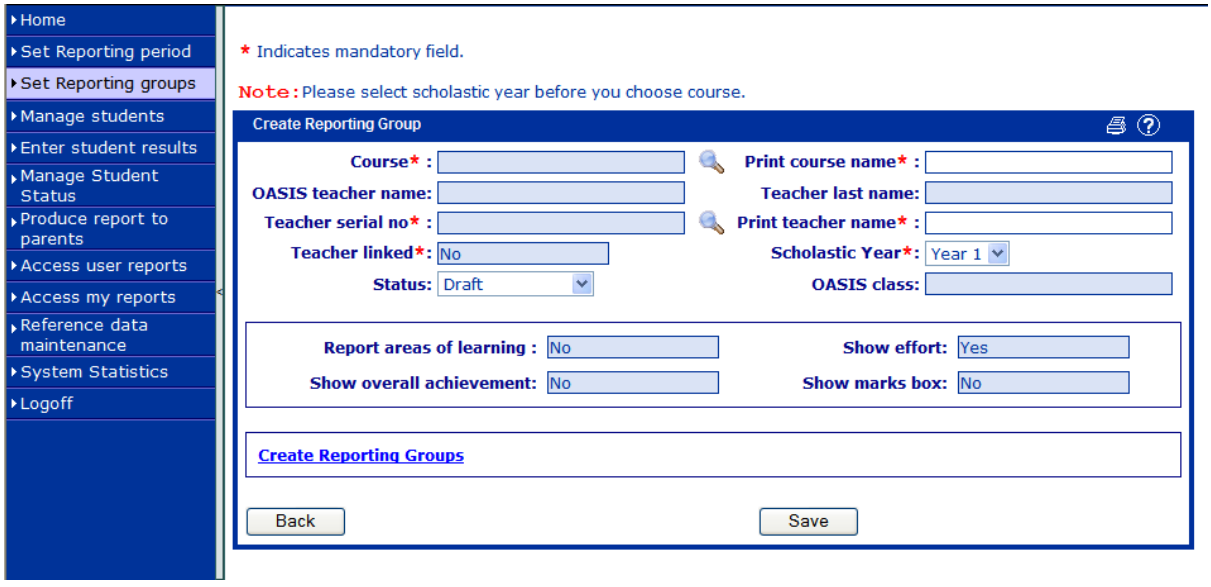
**Important Note!!**
**If this step is not undertaken reporting groups will not be visible to teachers to complete their data entry on their reports.**

## CREATING A REPORTING GROUP(S)

Additional reporting groups can be created where necessary. If primary schools wish their reports to be limited to 4 pages they need to ensure they have selected template 1 in the reporting period setup before proceeding. Select the link titled “Create Reporting Groups” on this screen. Ensure that the correct reporting period has been selected.


Home
Set Reporting period
Set Reporting groups
Manage students
Enter student results
Manage Student Status
Produce report to parents
Access user reports
Access my reports
Reference data maintenance
System Statistics
Logoff
A 'reporting period' contains many 'reporting groups'. Each 'Reporting group' describes the teacher, their classes and students and how the KLA/subjects will be reported for the 'reporting period'. Each 'reporting group' is linked to a 'reporting period'.
Use these search options to view and check or adjust the 'reporting groups' in the selected 'reporting period'.
Search Report Groups
School : Terrey Hills Public School
Calendar year : 2008
Reporting period : 2008 - Year 1 - Second Semester
Stage : Stage One
Go
Create Reporting Groups
Click the Create Reporting Groups hyperlink
View reporting groups by
KLA/Subject : All
Teacher : All
Report Type : All

Clicking the “Create Reporting Groups” link, will open a new screen with options to be selected for the new reporting group. Options that will be available to you, will be dependant on the template previously chosen in the report period setup.



Decisions or fields that need to be completed include:

| | |
|---|---|
| Scholastic Year. | This must be completed first as courses created will be associated with the year group nominated |
| Course Name | Click on the magnifying glass next to course name. A new window will display the available KLA/Subjects to select from. Select a KLA/Subject and the course list appears. Select a course and then click on “Select Course”. Details of the selected course will pre-fill the Create Reporting Group Course Name. If the course does not appear in the list, it will be necessary to “add a new course option” and type in the course name. |
| Print Course Name | Type the course name to be printed on the front page of the report. |
| OASIS Teacher Name | This is pre-filled by the detail obtained when a teacher is selected in the “Serial No” search window. |
| Teacher Last Name | This is pre-filled when a Teacher is selected |
| Teacher Serial No | To choose a Teacher click on the magnifying glass to the right of this field. A new window opens which requires a First Name and Last Name or Serial Number to link a Teacher to the reporting group. Existing staff allocations are listed in a table found towards the bottom of the screen |
| Print Teacher Name | Copy or type the Teacher name as it will print on the student report. |
| Status | Select the status for this new reporting group |
| Report Learning Areas | May be predetermined by the reporting period chosen |
| Show Effort | May be predetermined by the reporting period chosen. |
| Show Overall Achievement | May be predetermined by the reporting period chosen. |
| Show Marks Box | This is predetermined by the reporting period chosen. |

Once all options have been made, click on “Save”. A message will appear at the top of the main screen to say that the new reporting group was created successfully.

**Important Note!!**

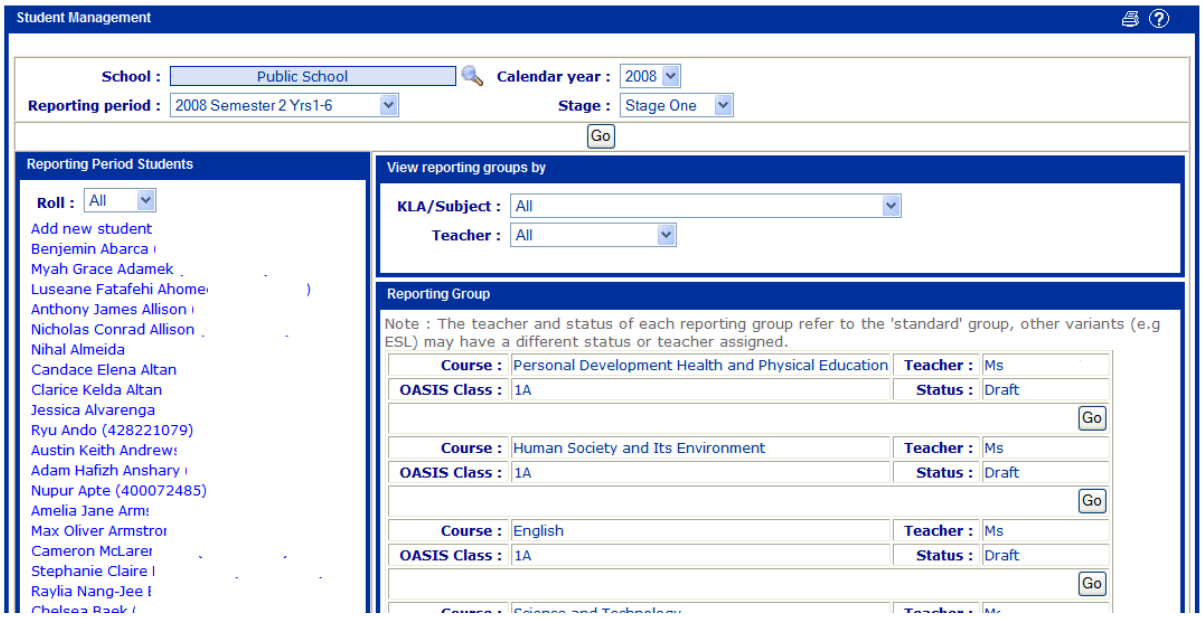
**After creating any new reporting group(s), it is important that students are assigned to the new reporting group(s) in the “Manage Students” screen.**

# MANAGING STUDENTS WITHIN SBSR SOFTWARE

The Manage Students navigation button allows the SBSR Year Coordinator to check, adjust or add a student's details in a Reporting Group for the selected Reporting Period.

Choose the reporting period and select "Go".

A list of "All" students in that reporting period will appear on the left. Each student name is a link to the student's details. It is possible to limit the student list to a selected "Roll Class" by clicking the drop down box.




## VIEWING AND EDITING STUDENT DETAILS

Select a student name by double clicking, to view the details.

A new window will display the following fields:

*First Name* - the imported first name of the student from ERN. Edit if necessary.

*Last Name* - the imported last name of the student from ERN. Edit if necessary.

*Report Print Name* the name that prints on the student report. This field is case sensitive. This is also the name used in the student list on the main window. Changes to the student name for the printed report should always be done in this field.

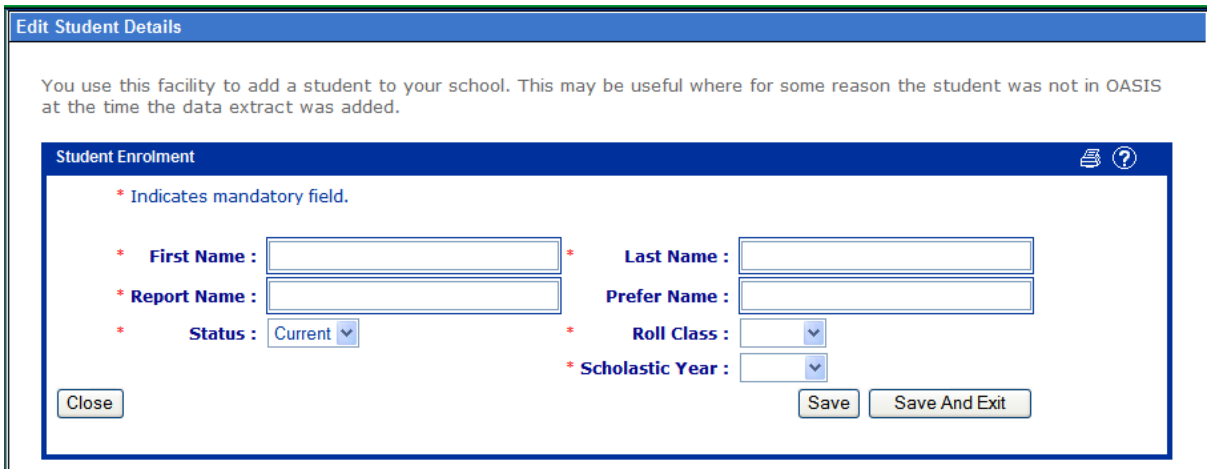
*Preferred Name* the imported preferred name of the student from ERN.

*Status* - refers to the student's enrolment details. Select either "Current" (enrolled) or "Left" (un-rolled). Students flagged as "Left" in the student list can be re enrolled on this screen.

*Roll Class* - all roll classes linked to the reporting period appear in this list. Select a roll class to view the students for that class.

## ADDING A NEW STUDENT

Students not appearing in the student list on the left hand side of the screen can be added using the hyperlink found at the top and bottom of the list. Click on the “Add new student” hyperlink to open a new window with the fields required to add a new student.


Edit Student Details
You use this facility to add a student to your school. This may be useful where for some reason the student was not in OASIS at the time the data extract was added.
Student Enrolment
* Indicates mandatory field.
* First Name :
* Last Name :
* Report Name :
Prefer Name :
* Status : Current
* Roll Class :
* Scholastic Year :
Close
Save
Save And Exit

Note: All fields must be completed except for “Prefer Name”. The red asterisk (*) indicates mandatory fields.

Important: The Reporting Period selected limits the Roll Class and Scholastic Year list.

## USING THE REPORTING GROUPS FILTER

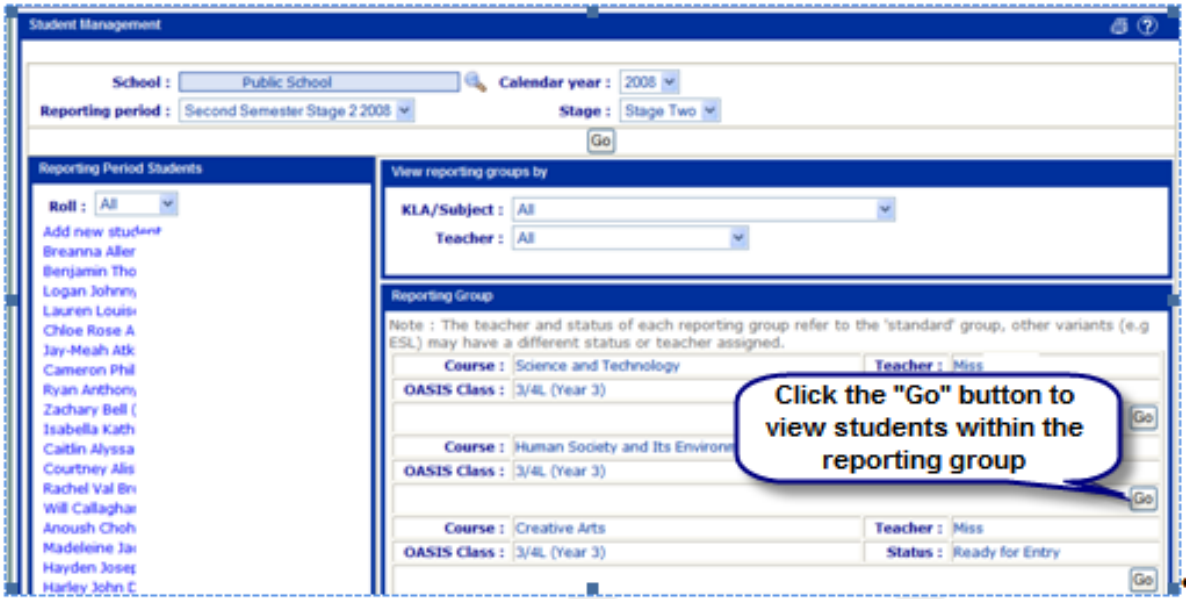
To reduce the amount of information presented on the screen at once it is advisable to use the “Reporting Group Filter”

The Reporting Group Filter will limit the reporting groups visible on screen by listing them according to:

**KLA/Subject** select a KLA/Subject, using the drop down menu, to display all reporting groups for a particular KLA/Subject.

**Teacher** select a Teacher, using the drop down menu, to display all reporting groups linked to a particular teacher.

## VIEW REPORTING GROUP DETAILS

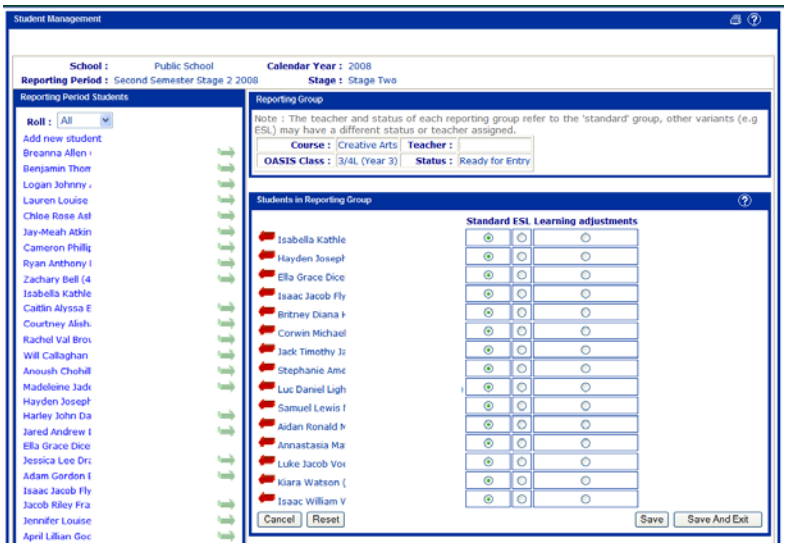

Student Management
School : Public School
Calendar year : 2008
Reporting period : Second Semester Stage 2 2008
Stage : Stage Two
Go
Reporting Period Students
Roll : All
View reporting groups by
KLA/Subject : All
Teacher : All
Reporting Group
Note : The teacher and status of each reporting group refer to the 'standard' group, other variants (e.g ESL) may have a different status or teacher assigned.
Course : Science and Technology
Teacher : Miss
OASIS Class : 3/4L (Year 3)
Click the "Go" button to view students within the reporting group
Course : Human Society and Its Environ
OASIS Class : 3/4L (Year 3)
Course : Creative Arts
Teacher : Miss
OASIS Class : 3/4L (Year 3)
Status : Ready for Entry

The Reporting Group screen displays all selected reporting groups for the selected "reporting period". To view the students in a reporting group click on the button "Go". The screen will refresh and display the list of students in the reporting group. The arrows next to the student names allow the SBSR Year Coordinator to add or remove students from a reporting group.

**Note: It is important to remember, when removing a student from a reporting group, to add them to another appropriate reporting group with similar details.**

## ADDING A STUDENT TO A REPORTING GROUP

Locate the student in the "Student List" on the left of the screen and click on the green arrow beside their name. The student will be copied into the reporting group which has been opened on the right hand side of the screen.




Note: If students do not have a green arrow next to their name, this means they are already in the reporting group that has been selected. Click on "Save and Exit" to ensure the student is added to the reporting group. A message will confirm the changes saved.

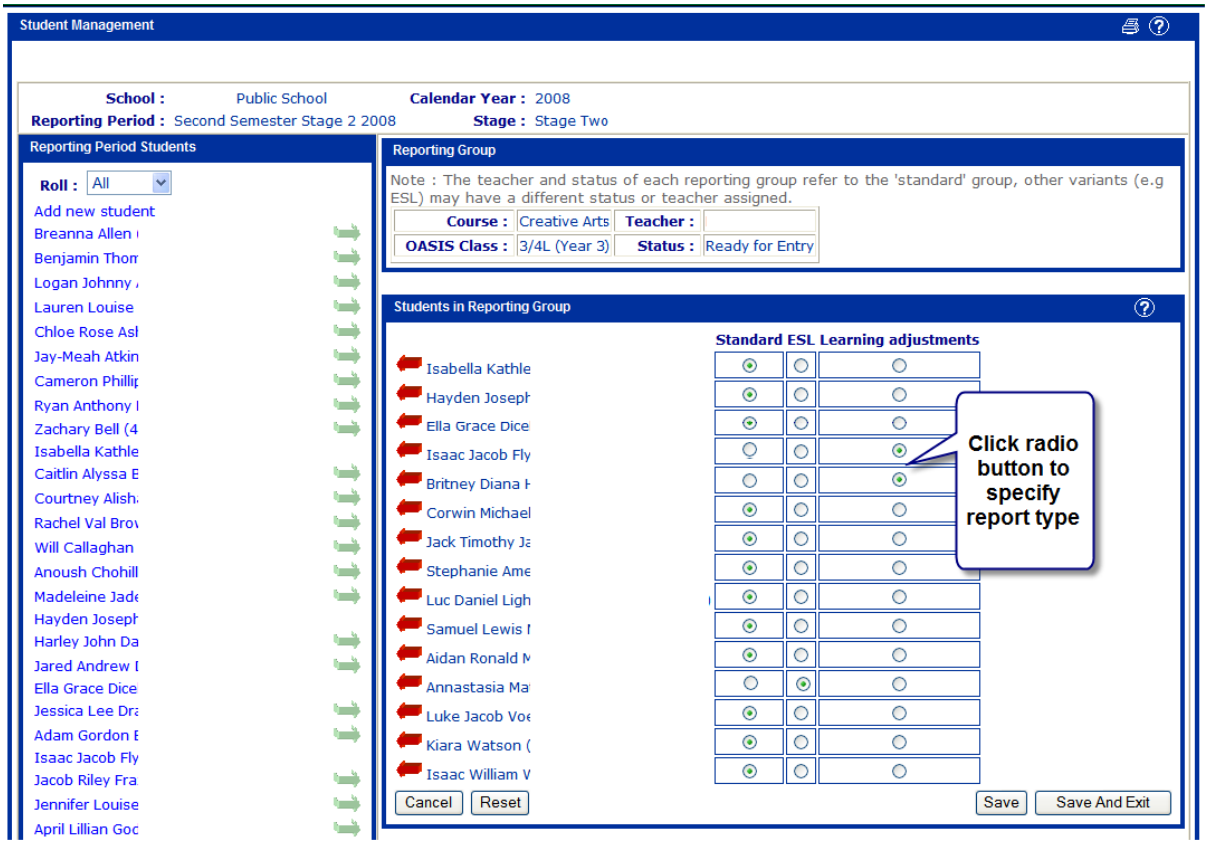
## REMOVING A STUDENT FROM A REPORTING GROUP

Locate the student in the “Reporting Group” on the right hand side of the screen. Click on the red arrow next to their name. The screen will refresh with the student will be removed from the reporting group. The student removed should now appear in the list on the left hand side of the screen with a green arrow next to their name. The student will no longer be enrolled in the reporting group previously selected.

Note: When removing a child from a primary school class the School Based Reporting Year Co-ordinator will need to remove the student from all six KLA reporting groups.

## SETTING ESL, LEARNING ADJUSTMENTS OR LIFE SKILLS REPORTS FOR A STUDENT

Locate the student and select the radio button to next to their name to change them to the appropriate ESL, Learning Adjustments or Life Skills report. Click on “Save and Exit” and a message confirms the changes made.

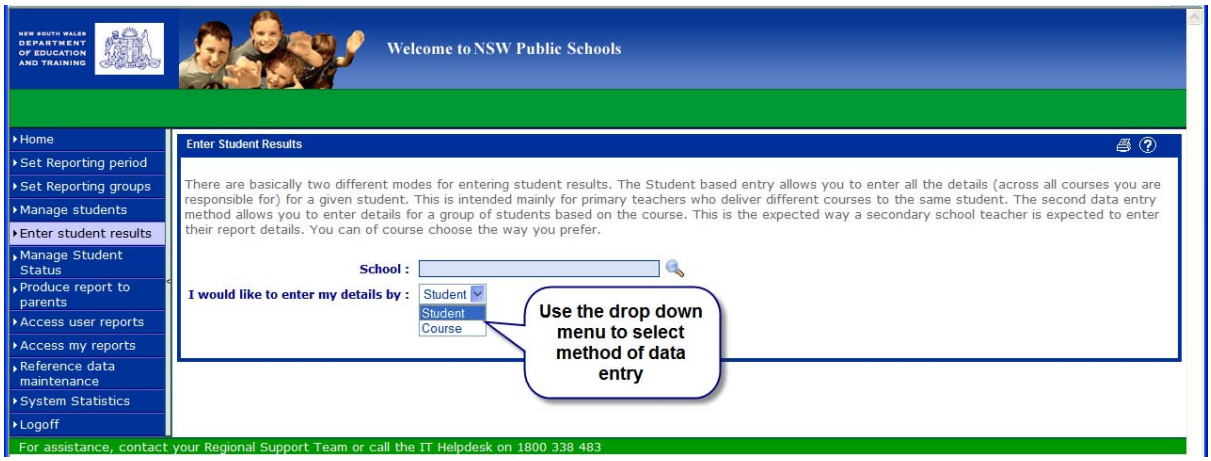


# ENTERING STUDENT RESULTS

**Please note: like all DET web based software, SBSR logs off all users after a period of 30 minutes of inactivity. If you believe you may remain on a particular screen for more than 10 minutes it is advisable to click the save button.**

Once reporting groups are set as "Ready for entry", teachers may begin entering student data either by *student* or by *course*.

Use the drop down menu to select the preferred mode of data entry, then click 'Go'.


Welcome to NSW Public Schools
Home
Set Reporting period
Set Reporting groups
Manage students
Enter student results
Manage Student Status
Produce report to parents
Access user reports
Access my reports
Reference data maintenance
System Statistics
Logoff
Enter Student Results
There are basically two different modes for entering student results. The Student based entry allows you to enter all the details (across all courses you are responsible for) for a given student. This is intended mainly for primary teachers who deliver different courses to the same student. The second data entry method allows you to enter details for a group of students based on the course. This is the expected way a secondary school teacher is expected to enter their report details. You can of course choose the way you prefer.
School :
I would like to enter my details by :
Student
Student
Course
Use the drop down menu to select method of data entry
For assistance, contact your Regional Support Team or call the IT Helpdesk on 1800 338 483

## DATA ENTRY - BY STUDENT

- Click on the class folder for which results are to be entered, and then select the student by clicking on their name.

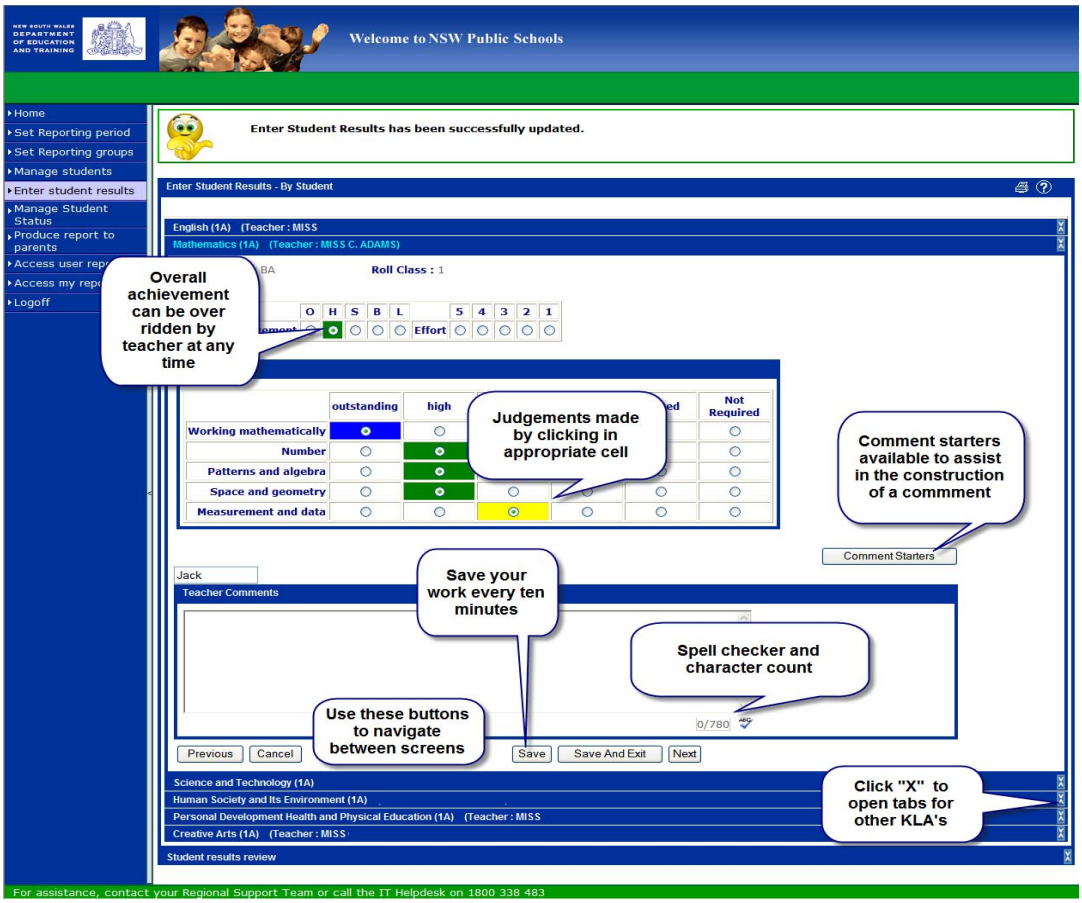
- Allocate judgements for learning areas by clicking on the appropriate radio buttons /cells. The software will recommend an overall achievement level but teachers are expected to use professional judgement to override the software where required. Once overall achievement has been overridden, the software will make no further recommendations for that student in that KLA/subject.

- Allocate an 'Effort' level by selecting the appropriate button. The effort meter will only appear if this option was selected in the reporting period setup.

- To add a comment, click inside the comment box. The counter will indicate the number of characters allowed within the comment box. Comments must be typed as one block of text with no line spaces. If the character limit is exceeded, upon attempting to save the comments, the counter will become highlighted in red and a message will appear at the top of the screen.

- Shortcuts have been added to the software to ensure correct spelling of the student's name. To insert the student's name, press the 'F2' key. Pressing the 'F8' key will add the possessive form of the student's name (eg. Ryan's).

- Comment starters are housed within the software to assist in the formation of succinct, individualised comments about student achievement. These may be accessed by clicking the 'Comment Starters' button above the comment box.


Welcome to NSW Public Schools
Home
Set Reporting period
Set Reporting groups
Manage students
Enter student results
Manage Student Status
Produce report to parents
Logoff
Enter Student Results has been successfully updated.
Enter Student Results - By Student
English (1A) (Teacher : MISS
Mathematics (1A) (Teacher : MISS C. ADAMS)
Roll Class : 1
Effort
outstanding
high
Not Required
Working mathematically
Number
Patterns and algebra
Space and geometry
Measurement and data
Overall achievement can be over ridden by teacher at any time
Judgements made by clicking in appropriate cell
Comment starters available to assist in the construction of a commment
Comment Starters
Jack
Teacher Comments
Save your work every ten minutes
Spell checker and character count
0/780
Use these buttons to navigate between screens
Previous
Cancel
Save
Save And Exit
Next
Science and Technology (1A)
Human Society and Its Environment (1A)
Personal Development Health and Physical Education (1A) (Teacher : MISS
Creative Arts (1A) (Teacher : MISS
Click "X" to open tabs for other KLA's
Student results review
For assistance, contact your Regional Support Team or call the IT Helpdesk on 1800 338 483

To select, click inside the box next to the relevant comment starters and click 'Go'. Comment starters need to be combined, modified and personalised to describe each student's strengths and areas for further development.

- To move to the next Key Learning Area, click 'Next', or alternatively use the tabs found at the bottom of the screen. To enter data into a KLA, click the 'X' box found on the right hand side of the tab. The KLA will appear 'greyed out' which indicates that it is 'read only'. To activate the screen for data entry, click anywhere on the grey portion of the screen.

- Once all KLA's have been completed, open the "Student Results Reviews" tab at the bottom of the screen.

- Complete the "General Comment", the "Commitment to Learning", "Social Development" and "Other School Activities" tables and "Attendance comments". These options appear as a result of the selections made in the reporting period by the school SBSR Coordinator.

- When completed, click 'Yes' to indicate that the report is ready for approval and printing, and then click 'Save and Exit'.

## DATA ENTRY - BY COURSE

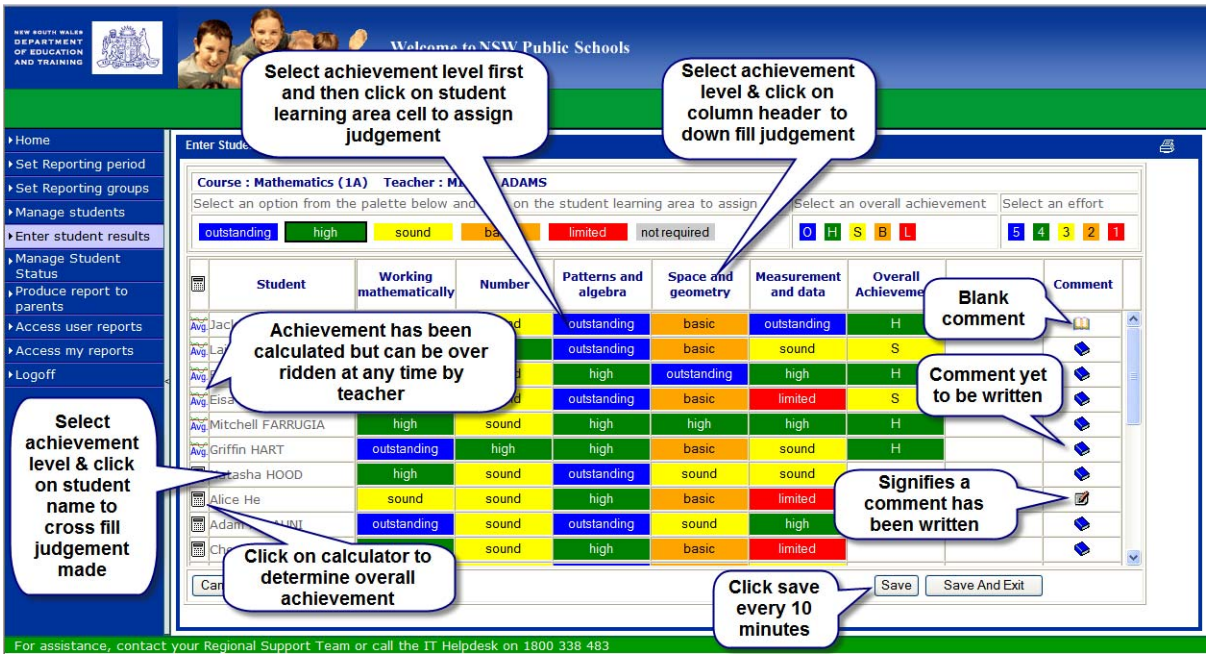
- Click on the relevant Stage folder and select the required course for data entry. Students appear on the left-hand side of the screen. Each column is a separate learning area.

- To allocate a judgement for the various learning areas, click on a coloured achievement level button and allocate this judgement to particular students by clicking within the learning area cells.

- To allocate the same judgement to all students in a particular learning area, select a coloured achievement level button and click the column header once for that learning area. A dialogue box will appear. Click 'OK'.

- To allocate the same judgement for all areas of learning for a particular student, click once on the student name. A dialogue box will appear. Click'OK' .

- Similarly, to assign an effort level to a student, click on a coloured effort button on the right hand side of the screen.


Select achievement level first and then click on student learning area cell to assign judgement
Select achievement level & click on column header to down fill judgement
Achievement has been calculated but can be over ridden at any time by teacher
Blank comment
Comment yet to be written
Signifies a comment has been written
Select achievement level & click on student name to cross fill judgement made
Click on calculator to determine overall achievement
Click save every 10 minutes
Welcome to NSW Public Schools
Home
Set Reporting period
Set Reporting groups
Manage students
Enter student results
Manage Student Status
Produce report to parents
Access user reports
Access my reports
Logoff
Course : Mathematics (1A) Teacher : M ADAMS
Select an option from the palette below and on the student learning area to assign
Select an overall achievement
Select an effort
outstanding
high
sound
limited
not required
Student
Working mathematically
Number
Patterns and algebra
Space and geometry
Measurement and data
Overall Achieveme
Comment
Mitchell FARRUGIA
Griffin HART
Alice He
Save
Save And Exit
For assistance, contact your Regional Support Team or call the IT Helpdesk on 1800 338 483

- Comments can be added by clicking on the closed book icon which appears in the last column. Comments can be typed, copied and pasted or composed using the comment starters (see 'Data Entry - by Student' for details). When any data entry has occurred, the book will appear as open.

- To calculate an overall achievement grade, click on the calculator icon that appears next to the student name. Once clicked, the software will make a recommendation for overall achievement for that particular student. This grade can be overridden at any time by the teacher.

- To calculate overall achievement for the whole class, click the calculator icon found in the top left hand corner of the table. Teachers can edit this grade using their professional judgement. Ensure save and exit is clicked on completion of class results. Complete other KLA results as required.

- Once all judgements have been entered in the course entry screen, primary school teachers and high school reviewers will need to finalise the student report by completing the optional general comment and student personal profile.This can only be accomplished by selecting the “student results review” screen within “data entry by student” option (see Section on Completing the General Comment and Student Personal Profile).

## COMPLETING THE GENERAL COMMENT AND STUDENT PERSONAL PROFILE

To access the general comment and other activities tables the “Student results review” tab needs to be selected by clicking on the “X” which appears to the right of the screen. In primary schools all teachers have access to this screen. In high schools only staff designated with the role of “reviewer can access this “Student results review” screen.

French Beginners (11FR@668) (Teacher : Mrs L.
Food Technology (11FT@639) (Teacher : Mrs
Click here to open tab
Student results review

Depending on the reporting period set-up, the following data entry fields will appear:

- General Comments
- Commitment to Learning (primary only)
- Social Development (primary only)
- Other School Activities
- Attendance Comments/Days
- Student ready for approval flag.

Once complete, click “save and exit”

# MANAGING THE QUALITY ASSURANCE PROCESS

To assist schools to ensure student reports are accurate and complete, a number of specialised reports can be generated to view data entered with the software

**Peer Comparison Report:** Tabulates the number / percentages of A's B's C's D's and E's for all students in a particular year cohort in all Key Learning Areas. This report is generated by clicking on the "User Reports" navigation button found on the left hand side of the screen.

**XYX High School**

**2007 - First Semester - Year 7**

**Peer Comparison Report**

You can collect the information about your child's peer group from the school office any day over the next month.

Students achieving each grade in:

| | Outstanding | High | Sound | Basic | Limited | Total |
|---|---|---|---|---|---|---|
| Art Workshop 1 | 15 | 68 | 37 | 0 | 0 | 120 |
| Design and Technology 1 | 34 | 70 | 13 | 3 | 0 | 120 |
| English 1 | 35 | 66 | 18 | 1 | 0 | 120 |
| Infomation Skills 1 | 52 | 66 | 1 | 1 | 0 | 120 |
| Languages | 80 | 37 | 3 | 0 | 0 | 120 |
| Mandatory Geography 1 | 35 | 24 | 1 | 0 | 0 | 60 |
| Mandatory History 1 | 13 | 38 | 9 | 0 | 0 | 60 |
| Mandatory Music 1 | 64 | 48 | 8 | 0 | 0 | 120 |
| PDHPE 1 | 49 | 68 | 3 | 0 | 0 | 120 |
| Religious Studies | 1 | 24 | 29 | 8 | 0 | 62 |
| Science 1 | 4 | 54 | 54 | 8 | 0 | 120 |

NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING

**Date Issued:** 29/06/2007 **Page:** 1/1

This report can assist schools to ensure that consistent teacher judgment is being applied across all Key Learning areas and scholastic years.

**Progress Report**: Identifies which components of individual student reports are yet to be completed by teachers. This report is generated by clicking on the "User Reports" navigation button found on the left hand side of the screen.

**XYZ High School**
**2007 - First Semester - Year 7**
**Progress Report**
**Lachlan**

Status: Ready for Issue
Teacher: Ms P Sigres

Report Name: ✓ School Activities: ✓ Attendance: ×
Comment: ✓

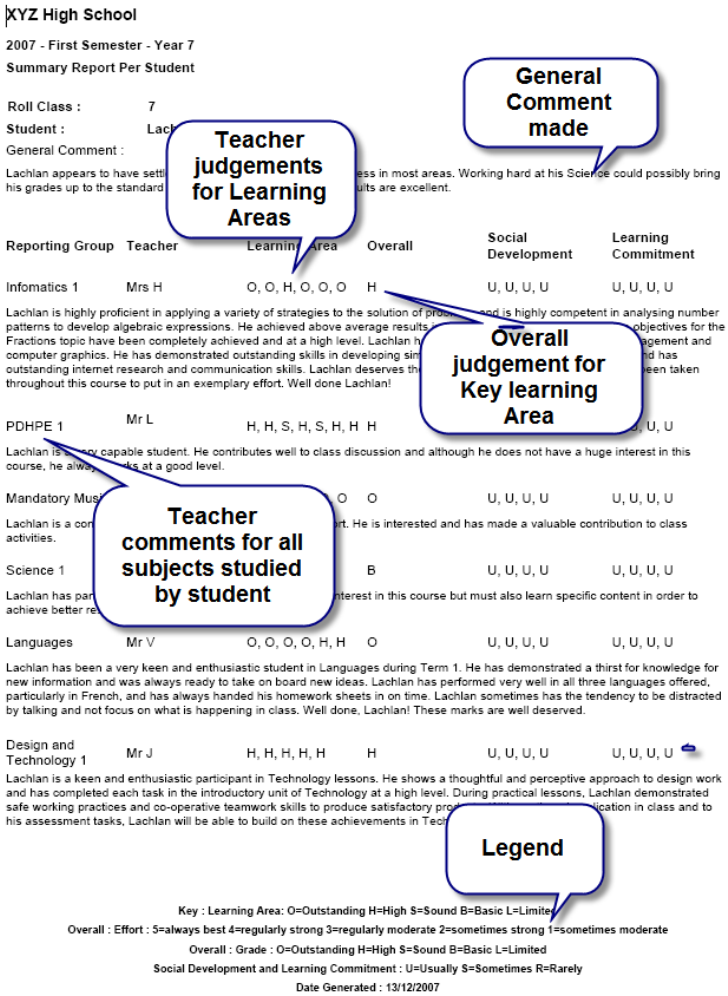
| Course | Status | Print Name | Comment | Grade | Learn Areas | Social Develop | Commit To Learn |
|---|---|---|---|---|---|---|---|
| Mandatory Music 1 | R | ✓ | ✓ | × | ✓ | × | ✓ |

A" ✓" signifies the report component has been completed , a "×" signifies an incomplete component.

As this report is often very lengthy it is advisable to print this report to the screen.

Teachers should be encouraged to generate this report, to ensure that all aspects of their report have been completed, prior to having them checked.

**Report to Parents (RTP) Summary**: Provides a concise summary of teacher comments and judgements for individual students or for teachers in individual/all KLA's. This report is generated by clicking on the "User Reports" navigation button found on the left hand side of the screen.


General Comment made
Teacher judgements for Learning Areas
Overall judgement for Key learning Area
Teacher comments for all subjects studied by student
Legend

XYZ High School

2007 - First Semester - Year 7

Summary Report Per Student

Roll Class : 7

Student : Lach

General Comment :

Lachlan appears to have settl ess in most areas. Working hard at his Science could possibly bring his grades up to the standard ults are excellent.

| Reporting Group | Teacher | Learning Area | Overall | Social Development | Learning Commitment |
|---|---|---|---|---|---|
| Infomatics 1 | Mrs H | O, O, H, O, O, O | H | U, U, U, U | U, U, U, U |

Lachlan is highly proficient in applying a variety of strategies to the solution of prob ed is highly competent in analysing number patterns to develop algebraic expressions. He achieved above average results objectives for the Fractions topic have been completely achieved and at a high level. Lachlan h gement and computer graphics. He has demonstrated outstanding skills in developing sin d has outstanding internet research and communication skills. Lachlan deserves th een taken throughout this course to put in an exemplary effort. Well done Lachlan!

| | | | | | |
|---|---|---|---|---|---|
| PDHPE 1 | Mr L | H, H, S, H, S, H, H | H | | U, U |

Lachlan is a very capable student. He contributes well to class discussion and although he does not have a huge interest in this course, he alway ds at a good level.

| | | | | | |
|---|---|---|---|---|---|
| Mandatory Mus | | O | O | U, U, U, U | U, U, U, U |

Lachlan is a con rt. He is interested and has made a valuable contribution to class activities.

| | | | | | |
|---|---|---|---|---|---|
| Science 1 | | | B | U, U, U, U | U, U, U, U |

Lachlan has par nterest in this course but must also learn specific content in order to achieve better re

| | | | | | |
|---|---|---|---|---|---|
| Languages | Mr V | O, O, O, O, H, H | O | U, U, U, U | U, U, U, U |

Lachlan has been a very keen and enthusiastic student in Languages during Term 1. He has demonstrated a thirst for knowledge for new information and was always ready to take on board new ideas. Lachlan has performed very well in all three languages offered, particularly in French, and has always handed his homework sheets in on time. Lachlan sometimes has the tendency to be distracted by talking and not focus on what is happening in class. Well done, Lachlan! These marks are well deserved.

| | | | | | |
|---|---|---|---|---|---|
| Design and Technology 1 | Mr J | H, H, H, H, H | H | U, U, U, U | U, U, U, U |

Lachlan is a keen and enthusiastic participant in Technology lessons. He shows a thoughtful and perceptive approach to design work and has completed each task in the introductory unit of Technology at a high level. During practical lessons, Lachlan demonstrated safe working practices and co-operative teamwork skills to produce satisfactory pro ication in class and to his assessment tasks, Lachlan will be able to build on these achievements in Tec

Key : Learning Area: O=Outstanding H=High S=Sound B=Basic L=Limite

Overall : Effort : 5=always best 4=regularly strong 3=regularly moderate 2=sometimes strong 1=sometimes moderate

Overall : Grade : O=Outstanding H=High S=Sound B=Basic L=Limited

Social Development and Learning Commitment : U=Usually S=Sometimes R=Rarely

Date Generated : 13/12/2007

This report can be used in a number of ways. Teachers may wish to print this report to proof read the comments they have made. The "Report to Parent" summary may also be given to supervising teachers to ensure comments made are consistent with school policies.

# REVIEWING REPORTS FOR ACCURACY

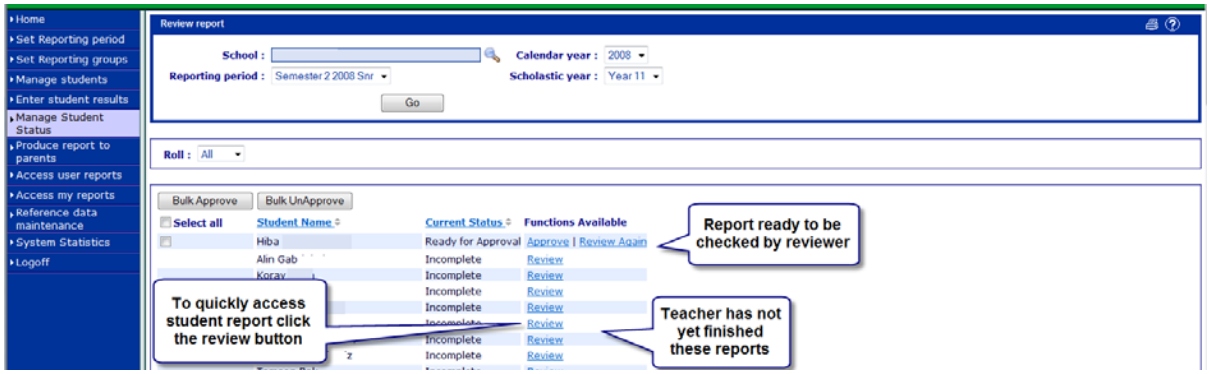
A staff member who has been given the SBSR role of reviewer is responsible for:

- ✓ checking the accuracy of reports prior to printing
- ✓ making the optional general comment about a student
- ✓ completing the “other school activities” table found on the report

In primary schools all teachers are given the role of reviewer by default for their particular class. Teachers specifically designated the role of reviewer will have access to review all classes within the school.

In high schools only those with reviewer rights will be able to access screens with the “general comment” and other school activities table.

To determine which reports are ready to be checked, the reviewer should choose the “Manage Student Status” navigation button.




Reports which have been finalised by the teacher will be flagged “ready for approval”.

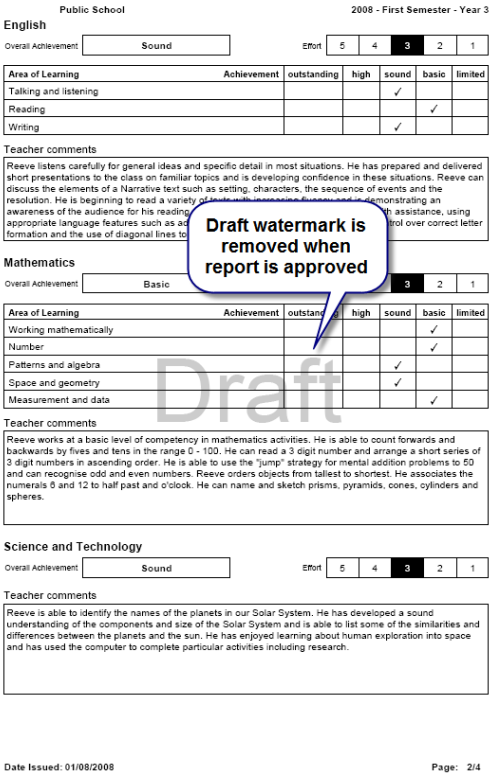
Reviewers can review these reports by double clicking on the review button for a particular student. The “enter student results” screen will open, allowing for reviewing and corrections to be made.

If no corrections need to be made the report should be flagged as “approved” within the “manage student status” screen. This can be done by either clicking the approved hyperlink that appears next to the students name or using the  check box found in the first column and the “bulk approve” button. Once this is done the report is flagged for final approval and printing.

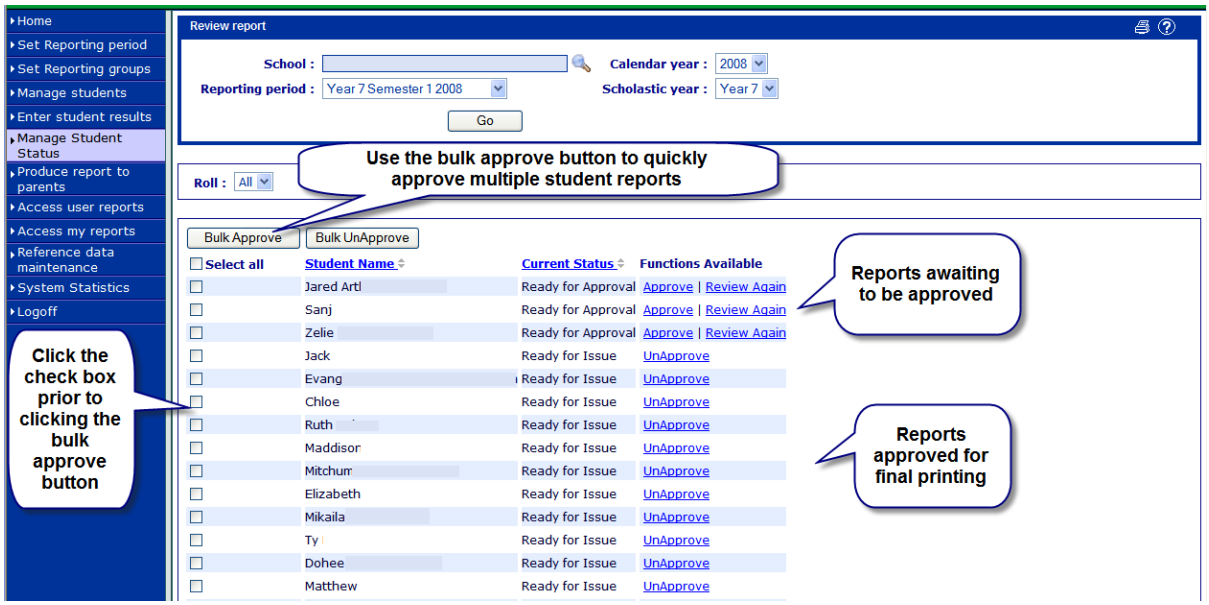
Should a report have errors the reviewer can flag the report as “not ready for approval” from within the “student results review” screen

# APPROVING REPORTS FOR PRINTING

The Approver is responsible for the final checking of reports for accuracy prior to printing. Once reports have been approved the final student reports can be printed without a “draft” water mark.


Public School
2008 - First Semester - Year 3
English
Overall Achievement
Sound
Effort
5 4 3 2 1
Area of Learning
Achievement
outstanding
high
sound
basic
limited
Talking and listening
Reading
Writing
Teacher comments
Reeve listens carefully for general ideas and specific detail in most situations. He has prepared and delivered short presentations to the class on familiar topics and is developing confidence in these situations. Reeve can discuss the elements of a Narrative text such as setting, characters, the sequence of events and the resolution. He is beginning to read a variety of
Draft watermark is removed when report is approved
Mathematics
Overall Achievement
Basic
Working mathematically
Number
Patterns and algebra
Space and geometry
Measurement and data
Draft
Teacher comments
Reeve works at a basic level of competency in mathematics activities. He is able to count forwards and backwards by fives and tens in the range 0 - 100. He can read a 3 digit number and arrange a short series of 3 digit numbers in ascending order. He is able to use the "jump" strategy for mental addition problems to 50 and can recognise odd and even numbers. Reeve orders objects from tallest to shortest. He associates the numerals 6 and 12 to half past and o'clock. He can name and sketch prisms, pyramids, cones, cylinders and spheres.
Science and Technology
Overall Achievement
Sound
Effort
5 4 3 2 1
Teacher comments
Reeve is able to identify the names of the planets in our Solar System. He has developed a sound understanding of the components and size of the Solar System and is able to list some of the similarities and differences between the planets and the sun. He has enjoyed learning about human exploration into space and has used the computer to complete particular activities including research.
Date Issued: 01/08/2008
Page: 2/4

To determine which reports are ready to be printed, the approver should choose the “Manage student status” navigation button.



Approvers will have the option to approve reports for individual students, for a whole class or the entire scholastic year.

To approve an individual report click on the “approve” hyperlink found next to the student’s name

To approve a class of reports, use the “Roll Class” drop down filter to select the appropriate class. Once selected, click the “select all” check box found in the first row of the table. Click the “Bulk Approve” button to approve all reports at once.

To approve all reports, use the “Roll Class” drop down filter and select the word “all” Once selected, click the “select all” check box found in the first row of the table. Click the “Bulk Approve” button to approve all reports the scholastic year.

Should a report have still contain errors, the approver can flag the report as being incomplete by selecting the “unapproved” hyperlink found next to the students name.

Reports can be unapproved for individual students, for a whole class or the entire scholastic year.

Once reports have been approved, students’ reports can be printed.

# PRINTING FROM SBSR SOFTWARE

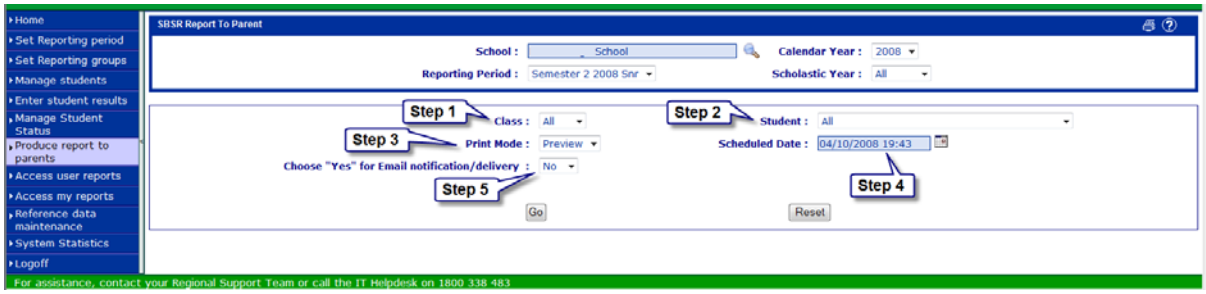
A number of different types of reports can be generated from SBSR software. These include:

**Student Reports**: Report sent to parents outlining a child's achievements and progress to date in all Key Learning Areas These reports are generated by clicking on the "Report to Parents" navigation button found on the left hand side of the screen.
**Peer Comparison Report:** Tabulates the number of A's B's C's D's and E's for all students in a particular year cohort in all Key Learning Areas. This report is generated by clicking on the "User Reports" navigation button found on the left hand side of the screen.
**Progress Report**: Identifies which components of individual student reports are yet to be completed by teachers. This report is generated by clicking on the "User Reports" navigation button found on the left hand side of the screen.
**Report to Parents (RTP) Summary**: A summarised report which prints comments and judgments made by a teacher. This report can be generated for individual students or for teachers in individual/all KLA's. This report is generated by clicking on the "User Reports" navigation button found on the left hand side of the screen.

**Note:** Reports requested from SBSR software are NOT send directly to a local printer but rather are generated and stored at ITD. Reports requested can be downloaded as a "zip" file and then be printed locally at the school. (See section on printing requested reports to a local printer)

## PRINTING STUDENT REPORTS

It is possible to preview a student report for parents before it has been completed or print the final student report from the "SBSR Report to Parent's" screen. To generate a student report, the following steps should be followed once you have clicked the "Produce Report to Parents" navigation button found on the left hand side of the screen

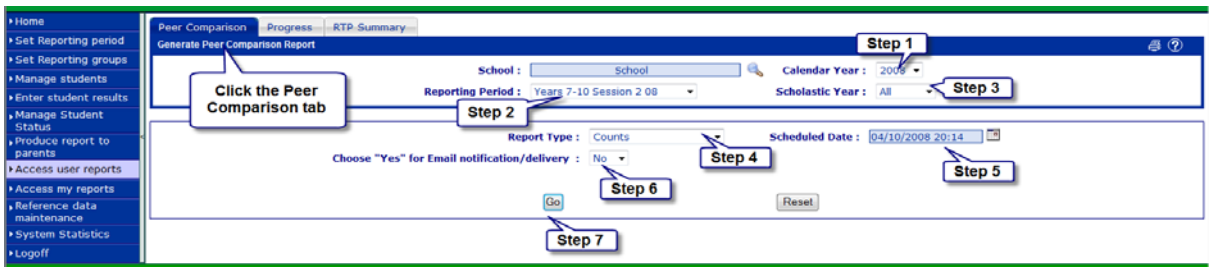



***Step 1*** - Select a Class from the list, or leave as "All".
***Step 2*** - Select a Student from the list, or leave as "All".
***Step 3*** - Select the Print Mode to either "Preview" or "Final" depending on how complete the reports are. Setting to "Preview" will print a "Draft" watermark on the report.
***Step 4*** - Schedule a date only if the student report does not need to be viewed immediately.
***Step 5*** - Decide if the student report(s) is to be sent via email to a specified email address.

Click on "Go". A message should appear confirming the report(s) was generated. Go to "Access My Reports" to view the report. Enter the date the report was requested(if not the current date) and click "Go".

## PRINTING PEER COMPARISON REPORT

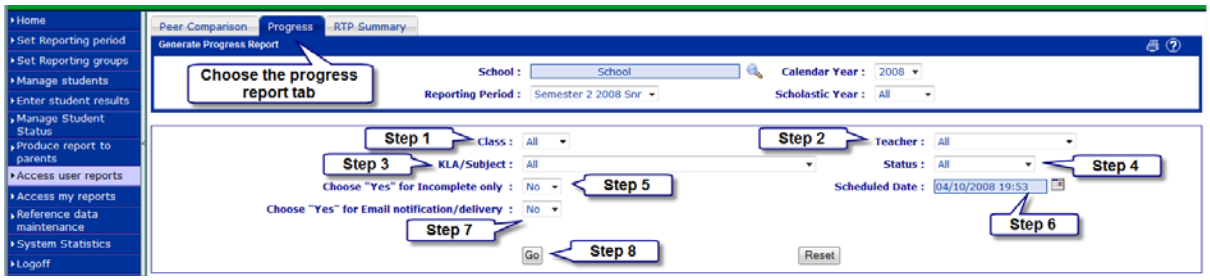
Tabulates the number of A's B's C's D's and E's for all students in a particular year cohort in all Key Learning Areas




***Step 1*** - Choose the calendar year for which you wish to generate the peer comparison report
***Step 2*** - Choose the appropriate reporting period
***Step 3*** – Choose a particular scholastic year or leave as "All"
***Step 4*** - Choose whether or not to display the peer comparison report as counts (numbers only) or "percentages and counts"
***Step 5*** - Select a date only if the Progress Report is to be viewed later
***Step 6*** Select "Yes" to receive the Progress Report via email, or send to an alternate email address. Type in the alternate email address.
***Step 7*** - Click on "Go", a message will confirm the report was generated. Select "Access User Reports" to view the report.

## PRINTING PROGRESS REPORTS

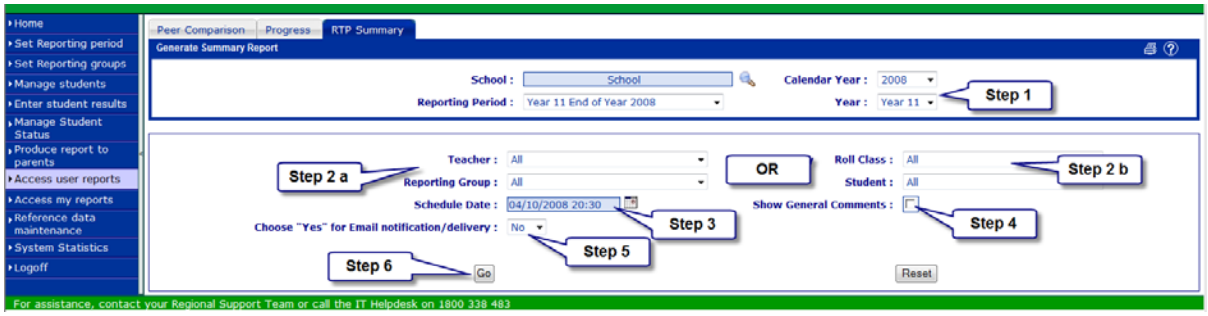
If the user has access to more than one reporting period, they will first need to choose the reporting period and scholastic year for which they wish to generate a progress report. If the selections displayed on this screen do not yield a report, a message will advise the user to make new selections. To generate a Progress Report follow these steps:




***Step 1*** - Choose to display a single Class or Year or leave as "All".
***Step 2*** - Choose an individual teacher or leave as "All"
***Step 3*** – Choose an individual KLA or subject or leave as "All"
***Step 4*** - Choose whether or not to display only "Incomplete Reports". Or reports that are "Ready for Issue"
***Step 5*** - Choose "Yes" for incomplete only
***Step 6*** - Select a date only if the Progress Report is to be viewed later.
***Step 7*** - Select "Yes" to receive the Progress Report via email, or send to an alternate email address. Type in the alternate email address.
***Step 8*** - Click on "Go", a message will confirm the report was generated. Select "My User Reports" to view the report.

## PRINTING REPORT TO PARENTS SUMMARY (RTP)

This is a concise summary of comments and judgments made by a teacher whichcan be generated for individual students or teachers in individual/all KLA's. There are two ways that the information can be displayed; either by Teacher/Reporting Group or Roll Class/Student.




To generate an RTP Summary Report follow these steps:

***Step 1*** – Choose the Calendar Year and Year group for which a "Report to Parent Summary" is required

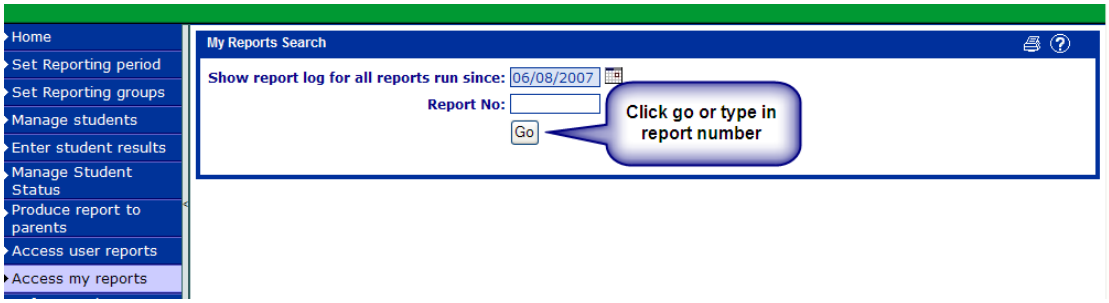
***Step 2a -*** Select a teacher from the list or select "All" to display all Teachers' summary reports. Select a single Reporting Group that the Teacher is linked to or "All".

***OR***

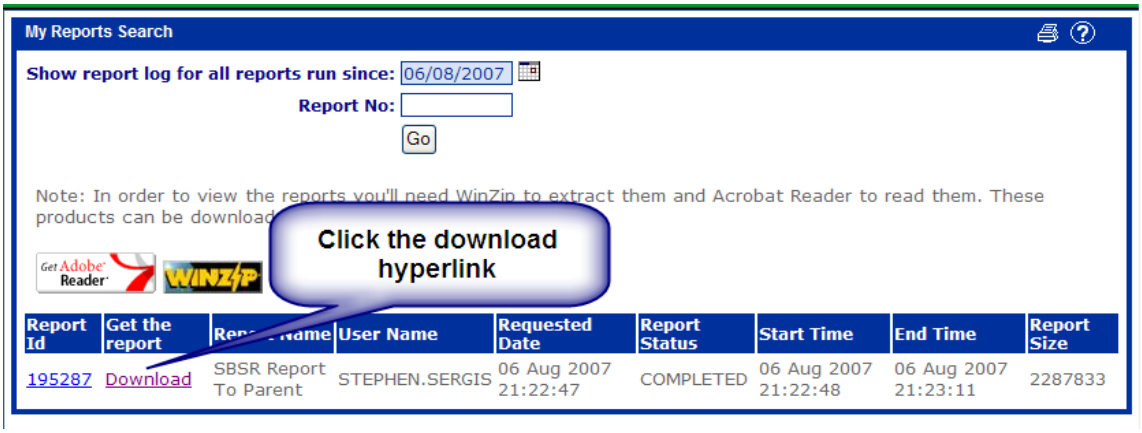
***Step 2b -*** Select a Roll Class from the list or select "All" to display all Roll Classes on the summary report, then select either a student from the list, or "All" students.
***Step 3 -*** Select a date only if the Progress Report is to be viewed later.
***Step 4 -*** Click the check box if the “General Comment” is required
***Step 5 -*** Select “Yes” to receive the RTP Summary Report via email, or send to an alternate email address. Type in the alternate email address.
***Step 6 -*** Click on “Go”, a message will confirm the report was generated. Select “My User Reports” to view the report.

## PRINTING REQUESTED REPORTS TO A LOCAL PRINTER

Any reports created in SBSR can be accessed from the "Access my reports" navigation button found on the left hand side of the screen. Click on "Go" to view reports generated from the date shown or change the date to view reports generated at other times. All reports generated will appear in a list ready for download. Select the report you wish to view by clicking on the word "Download" The reports are created as PDFs and all zipped with Winzip which require you to either save or open them from their current location.

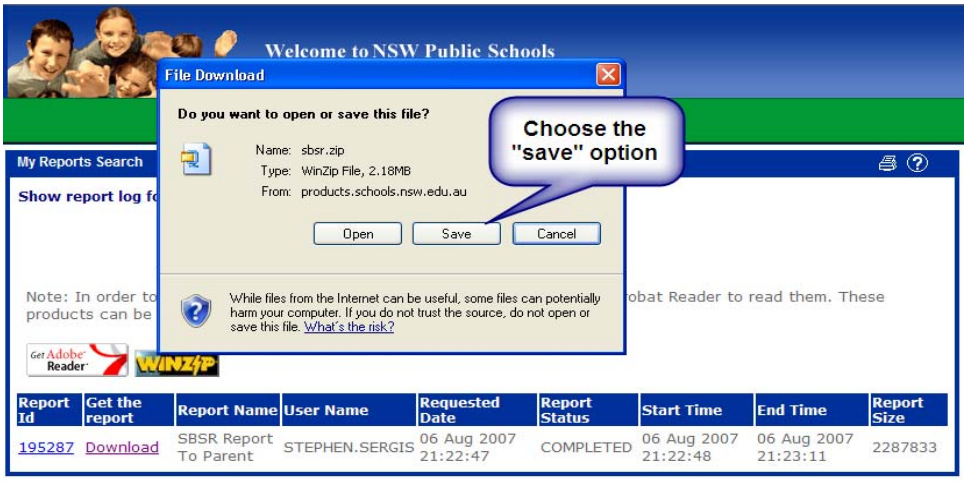



All reports requested by the user will appear in a list. Latest requests will be at the top of the list. To be able to print a report you must first download it to your local computer. which must have Winzip installed

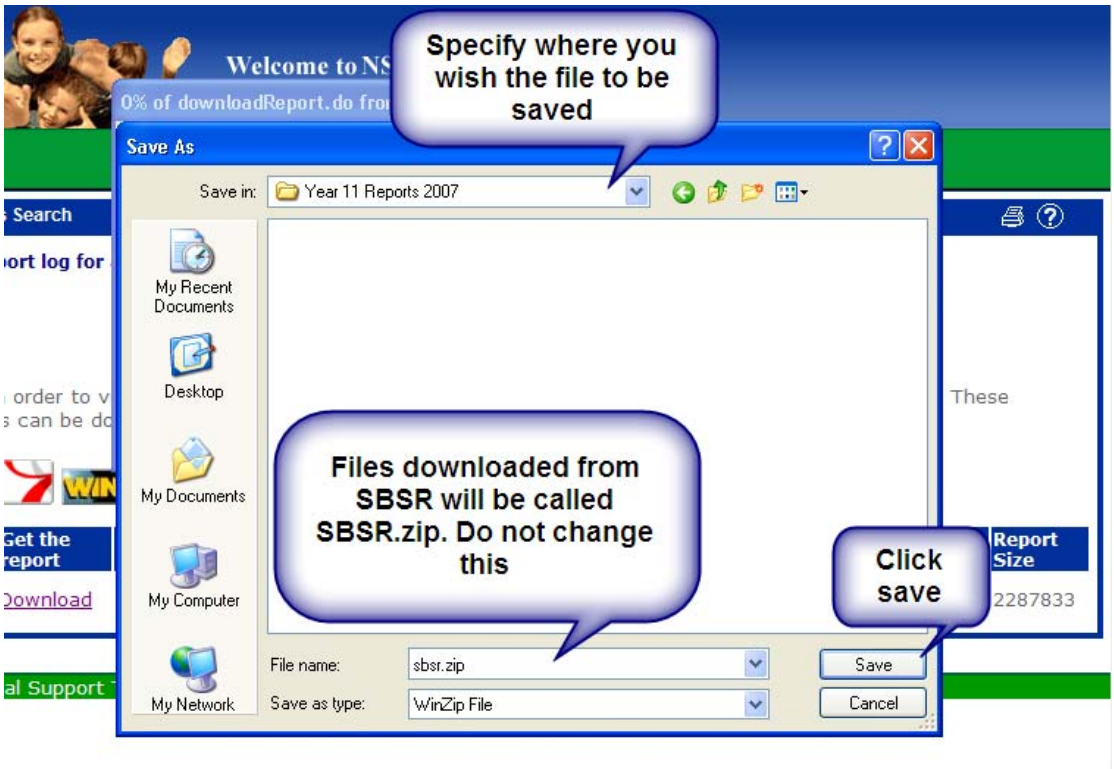


A dialogue box will appear giving the user 2 options - either to open or save the file. Choose “save” the file.

The user will then be prompted to specify a location for storage of the file/s to be downloaded e.g. desktop.




If you wish the downloaded reports to be accessed by other members of staff, select a “shared” location on the school network.

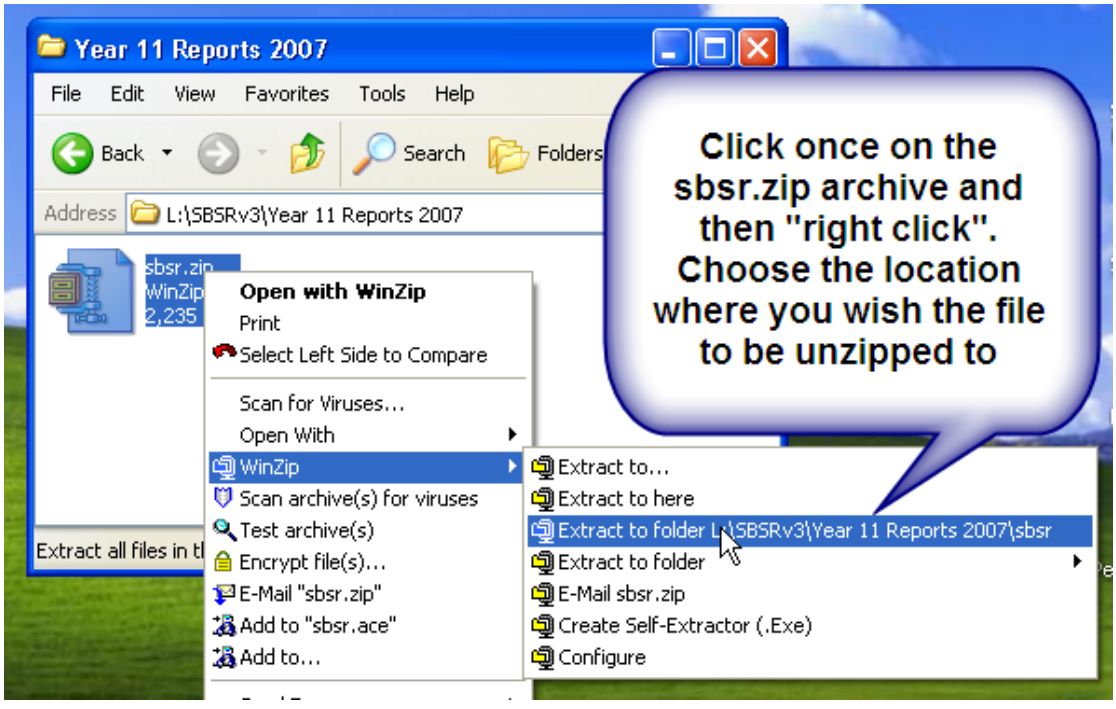



Once the file has been saved a Winzip archive icon will appear.

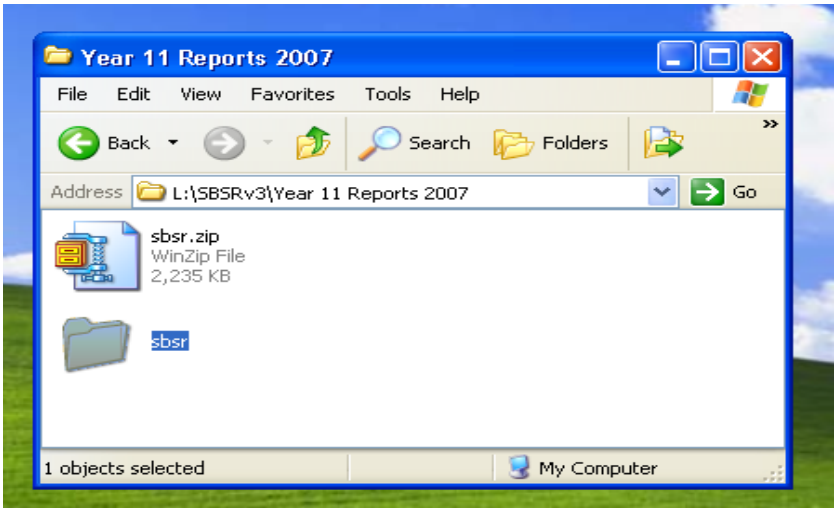
Users have two options to extract the downloaded files.

1. Right click method
2. Using the Winzip wizard:-

## UNZIPPING -USING THE RIGHT CLICK METHOD



A folder called sbsr will appear in the location selected.




Double click the unzipped folder with your school reports. Depending upon options selected in “Produce reports to parents” area of the software, the “sbsr folder” may include further folders containing roll classes, or a series of pdf files for particular students. To print these reports see the section below on “Printing the Final Report”

## UNZIPPING - USING WINZIP WIZARD

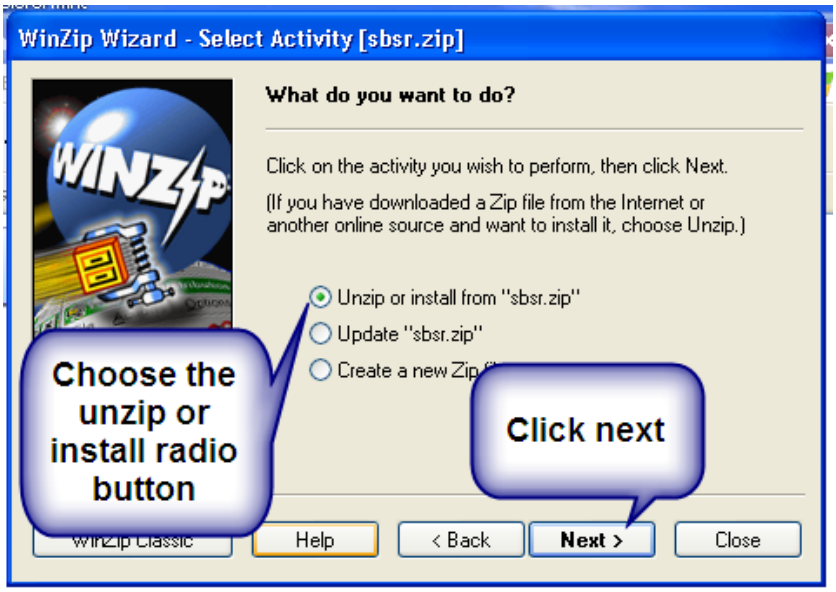
The Winzip wizard can be started by double clicking the sbsr archive or using the “right click” method and selecting either “open with Winzip” or “Winzip executable” If Winzip does not automatically open you may need to select the wizard button

The Winzip wizard will guide you the process of unzipping the file downloaded  Click next

WinZip Wizard - Welcome [sbsr.zip]
Welcome to the WinZip Wizard!
This Wizard automates the most common tasks involving Zip files. It features:
* Fast access to Zip files in your Favorite Zip Folders
* Automatic installation of software distributed in Zip files
* Fast and easy zipping and unzipping
* Additional support for decoding MIM and UUE files
Click next
WinZip Classic
Help
< Back
Next >
Close

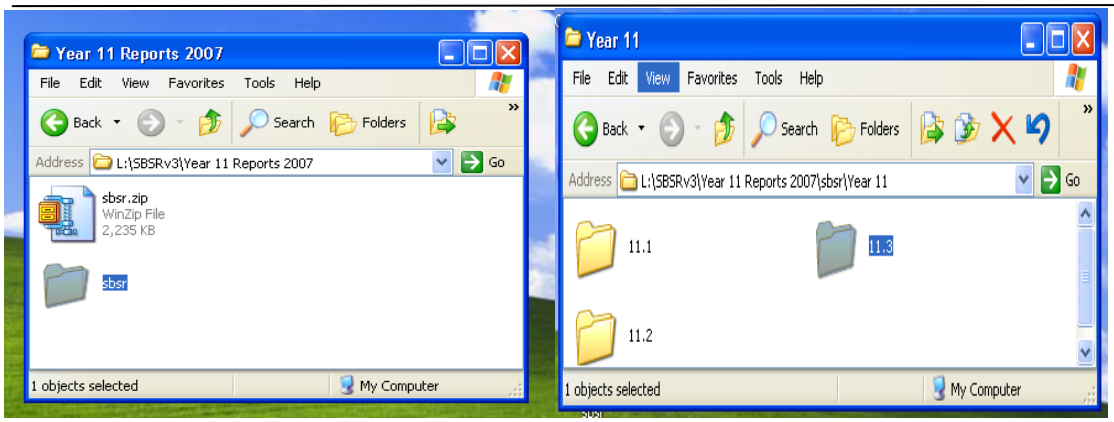
You may be asked to add this location to the Favourite Zip Folder. Click “No”.

Another dialogue box will appear asking you -What do you want to do? Click in the radio button “Unzip or install “… Click “Next”.


WinZip Wizard - Select Activity [sbsr.zip]
What do you want to do?
Click on the activity you wish to perform, then click Next.
(If you have downloaded a Zip file from the Internet or another online source and want to install it, choose Unzip.)
Unzip or install from "sbsr.zip"
Update "sbsr.zip"
Choose the unzip or install radio button
Click next
Help
< Back
Next >
Close

Choose the location where you wish the downloaded files to be stored/saved.

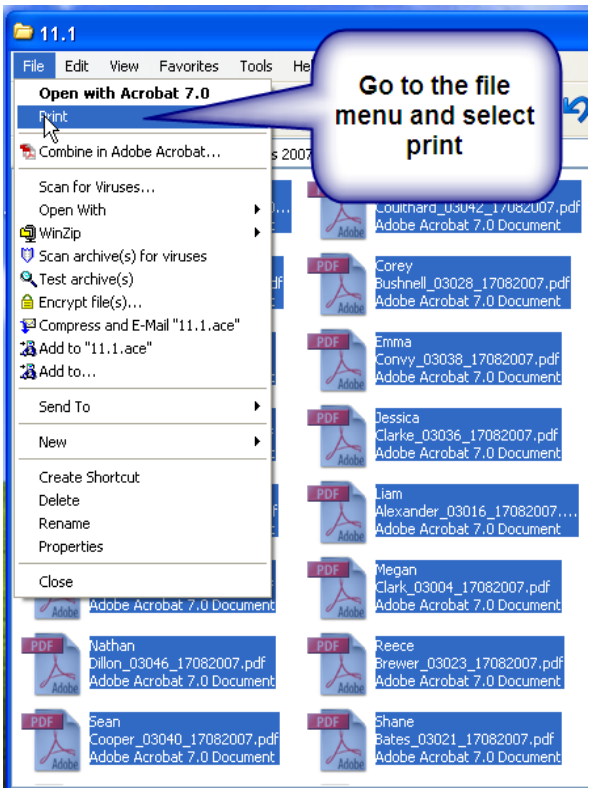
The Winzip archive will be unzipped and the folder will open with the unzipped files




## PRINTING THE FINAL REPORT

Double click the unzipped "sbsr" folder that contains the reports you wish to print. Depending upon options selected in "Produce Report to Parents" area of the software, the "sbsr folder" may include further folders containing roll classes, or a series of pdf files for particular students

If you wish to print all reports within a particular roll class or multiple reports in a single class then;




- Click the first student you wish to print
- Select and hold down the shift key,
- Click and select the last student you wish to print
- Go to the File menu
- Select the print option

Be aware however that some printers may not be capable of printing multiple student reports due to lack of installed memory.